



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2020-03-131
 DEPED MALAYBALAY CITY DIVISION
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 MAR 10 2020 *glawd*

DIVISION MEMORANDUM

No. 131 S. 2020

**TO: Assistant Schools Division Superintendent
 Chief Education Supervisors and Staff, CID and SGOD
 Section/Unit Heads and Staff
 All Others Concerned**

FROM: VICTORIA V. GAZO, Ph.D., CESO V
 Schools Division Superintendent *[Signature]*

DATE: March 9, 2020

**RE: DESIGNATION OF THE DIVISION QUALITY MANAGEMENT
 SYSTEM (QMS) TEAM**

1. To facilitate effective and efficient implementation of the Quality Management System (QMS), this Office hereby designates the composition of the Division QMS Team (see Enclosure 1) effective immediately.

2. The Division QMS Team shall be composed of the following:
 2.1. Quality Management Representatives (QMR)

Function	In-Charge
QMR	Victoria V. Gazo, Ph.D, CESO V <i>Schools Division Superintendent</i>
Deputy QMR-CID	Ralph T. Quirog <i>Chief Education Supervisor, CID</i>
Deputy QMR- SGOD	Lorenzo O. Capacio, Ed.D. <i>Chief Education Supervisor, SGOD</i>
Deputy QMR – OSDS	Jutchel L. Nayra, DPA <i>Administrative Officer V</i>

Duties and Responsibilities:



Purok 6, Casisang, Malaybalay City
 Telefax (088) 314-0094
 Email: malaybalay.city@deped.gov.ph



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- Implement and maintain the QMS of the SDO;
- Ensure all employees in the organization are aware of the relevance and importance of their activities, and how they contribute to the achievement of the organization's quality objectives; and,
- Perform other related tasks.

2.2. Document and Records Controllers

Function	In-Charge
Document and Records Controller (DRC)	Florabelle R. Porras <i>Administrative Officer IV</i>
Deputy DRC-CID	Emelyn D. Razo <i>Librarian II</i>
Deputy DRC – SGOD	Lucilyn M. Cahucom <i>Project Development Officer I</i>
Deputy DRC – OSDS	Pamela L. Astudillo <i>Administrative Assistant III</i>

Duties and Responsibilities:

- Maintain and manage the Document Control System and Records Control System;
- Control the draft and release, storage, tracking and distribution of documents and records;
- Assist the QMR in the maintenance of the QMS processes; and,
- Perform other related tasks.

2.3. Internal Lead Auditors

Function	In-Charge
Internal Lead Auditor (ILA)	Romil T. Jabonero, Ed.D. <i>Public Schools District Supervisor</i>
Deputy ILA – CID	Jasmin J. Adriatico <i>Education Program Supervisor</i>
Deputy ILA- SGOD	Marsfifth M. Mamawag <i>Senior Education Program Specialist</i>
Deputy ILA – OSDS	Sibyl L. Maputi <i>Administrative Officer V</i>



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Duties and Responsibilities:

- **Conduct surveillance and assessment of SDO's QMS to ensure compliance with the ISO 9001:2015 standard;**
- **Schedule the audit and ensures that the audit will be conducted as scheduled and reports the severity of nonconformity in the system in his audit report; and,**
- **Perform other related tasks**

3. In addition to their regular duties, the above-named employees are hereby directed to perform their assigned duties and responsibilities without additional remuneration.

4. This Order shall take effect immediately until revoked.

Encl.

As stated

Copy furnished:

Records Unit
AO File

TO BE POSTED IN THE DIVISION WEBSITE



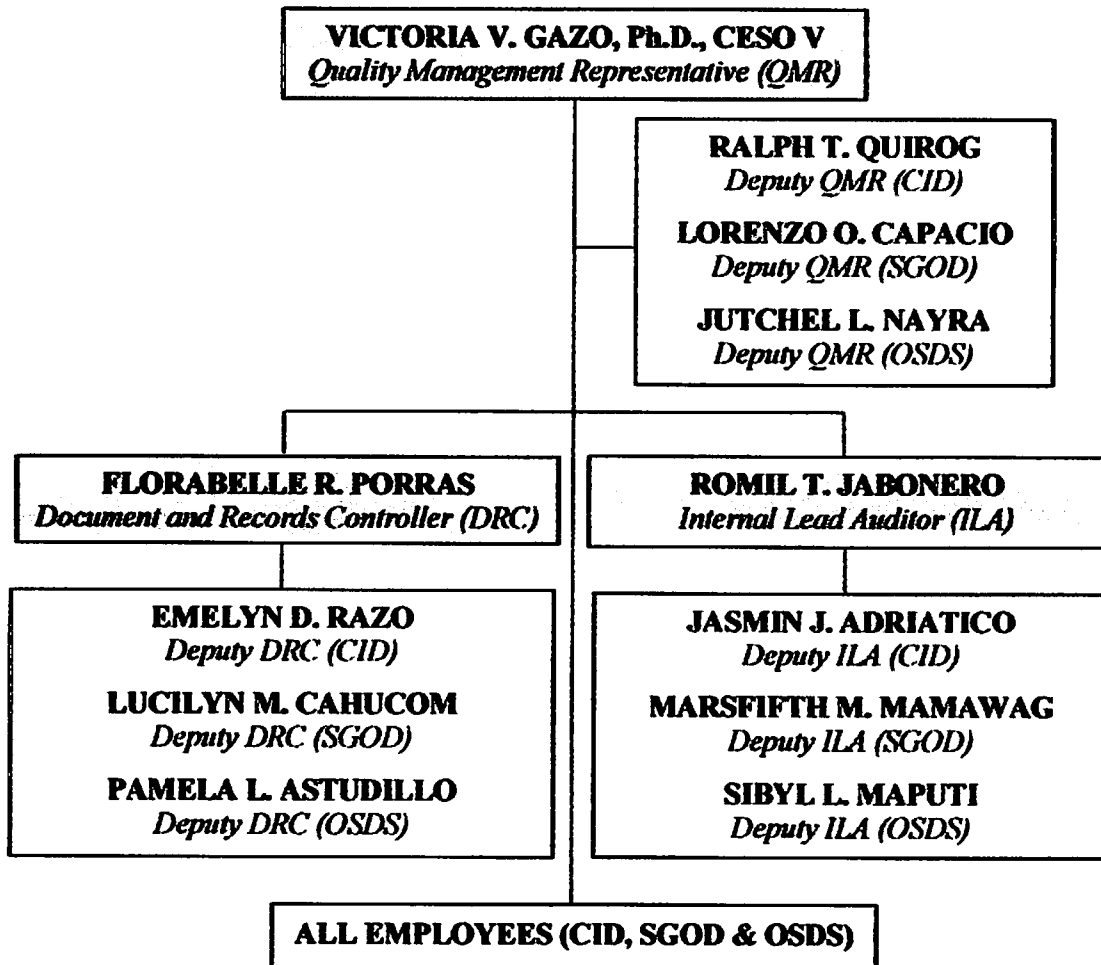
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Enclosure 1 of Division Memorandum No. ____s. 2020

DIVISION QMS TEAM ORGANIZATIONAL STRUCTURE



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