



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
CID-2024-223

TO : **MAURINE C. CASTAÑO** -QMR Rep
JANET T. BUTALID -KMT
ESTHER L. CAGAS -QAT
MA. ANTONETTE P. DUGANG -RMT
AQUILINO T. MILAR, JR. -QWT
ROSENE D. OLAIVAR -TAT
CORAZON H. SAMUYA -LEAD PRINCIPAL

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent

For the SDS:

John Ariel A. Lagura
JOHN ARIEL A. LAGURA PhD
OIC-Schools Division Superintendent *[Signature]*

SUBJECT : **CAPABILITY-BUILDING WORKSHOP ON ISO 9001:2015
AND STRATEGIC PLANNING ON QUALITY MANAGEMENT SYSTEM
(QMS) IMPLEMENTATION**

DATE : November 12, 2024

1. With reference to RM 1050 s. 2024, you are hereby advised to attend the **Capability-Building Workshop on ISO 9001:2015 and Strategic Planning on Quality Management System (QMS) Implementation** on Nov. 18-21, 2024 at Reynas the haven and Gardens Hotel, Tagbilaran City.
2. Expenses relative to the activity are chargeable against Division/School MOOE subject to the usual accounting and auditing rules and regulations.
3. The participants are required to register on or before November 12, 2024 through the link: <https://tinyurl.com/CapBQMSSeries1>
4. Immediate dissemination of this Memorandum is desired.



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **1050**, s. 2024

**CAPABILITY-BUILDING WORKSHOP ON ISO 9001:2015 AND STRATEGIC PLANNING
ON QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2021 titled "Institutionalization of a Quality Management System in the Department of Education," this Office will conduct the **Capability-Building Workshop on ISO 9001:2015 and Strategic Planning on Quality Management System (QMS) Implementation** on November 18-21, 2024 at Reynas the Haven and Gardens Hotel, Tagbilaran City, Bohol.
2. This activity aims to:
 - a. capacitate the participants on the ISO 9001:2015 concepts, principles, and requirements;
 - b. orient the participants on the Process Map and the Procedures and Work Instructions Manual (PAWIM) of the National Quality Management System Manual; and
 - c. guide the SDO and school personnel of DepEd Region VII in implementing a comprehensive Quality Management System (QMS) over the next six years.
3. The expected participants in this activity are the following:
 - a. Top Management
 - b. Quality Management Representative
 - c. Lead, Secretariat
 - d. QMS Teams Representative (RMT, TAT, QWT, IQAT, KMT)
 - e. PSDS/Central School Principal/Lead Secondary Principal
4. For guidance and reference, enclosed are the following:
 - a. Enclosure 1 – Number of Expected Participants per SDO
 - b. Enclosure 2 – Program Management Team
 - c. Enclosure 3 – Indicative Program Schedule Matrix
5. The expected participants are **required** to register **on or before November 12, 2024**, through the link: **<https://tinyurl.com/CapBQMSSeries1>**
6. The participants are expected to bring the following:
 - a. Stakeholders' response (*prework output*)
 - b. laptop;
 - c. extension wire;
 - d. Wi-Fi router (*if applicable*);
 - e. Medicines (*for those on medication*)



DepEd Tayo Region VII



region7.deped.gov.ph



7. For prework, the participants are expected to prepare the documents for the development of the Strategic Plan. The materials can be downloaded through this link: <https://tinyurl.com/CapBSeries1Prework>



8. The members of the PMT are expected to be at the venue on November 17, 2024 at 8:00 A.M. for the usual training preparations and final briefing.

9. The **first meal** for the PMT is **lunch on November 17, 2024**, and the **last meal** is **afternoon snacks on November 21, 2024**, while for the participants, the **first meal** is **breakfast on November 18, 2024**, and the **last meal** is **afternoon snacks on November 21, 2024**.

10. The expenses for the board and lodging, training materials and other incidental expenses incurred in relation to the conduct of this activity shall be charged against the RO MOOE Fund, while the travel expenses of the SDO participants shall be charged against the SDO MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

11. For queries, you may contact Mr. Misael G. Borgonia, Chief Education Supervisor, HRDD/NEAP-R Focal Person through 0917-711-1697.

12. For the information and compliance of all concerned.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director 



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

CAPABILITY-BUILDING WORKSHOP ON ISO 9001:2015 AND STRATEGIC PLANNING ON QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION

November 18-21, 2024

Reynas the Haven and Gardens Hotel, Tagbilaran City, Bohol

NUMBER OF EXPECTED PARTICIPANTS PER SDO

No.	Schools Division Office	Top Management Schools Division Superintendent (SDS)/ Assistant Schools Division Superintendent (ASDS)	Quality Management Representative (QMR) <i>To be appointed by the Top Management</i>	QMS Teams						PSDS/ Central School Principal/ Lead Secondary Principal	TOTAL
				Lead. Knowledge Management Team (KMT) CID/LRMDS	Lead. Internal Quality Audit Team (IOAT) SGOD/M&E	Lead. Risk Management Team (RMT) SGOD/FRS	Lead. Quality Workplace Team (QWT) AS-Asset Management Section	Lead. Training and Advocacy Team (TAT) CID/ SGOD/ HRDS			
1	Bais City	1	1	1	1	1	1	1	1	1	8
2	Bayawan City	1	1	1	1	1	1	1	1	1	8
3	Bogo City	1	1	1	1	1	1	1	1	1	8
4	Bohol	1	1	1	1	1	1	1	1	3	10
5	Canlaon City	1	1	1	1	1	1	1	1	1	8
6	Carcar City	1	1	1	1	1	1	1	1	1	8
7	Cebu City	1	1	1	1	1	1	1	1	2	9
8	Cebu Province	1	1	1	1	1	1	1	1	4	11
9	City of Naga	1	1	1	1	1	1	1	1	1	8
10	Danao City	1	1	1	1	1	1	1	1	1	8
11	Dumaguete	1	1	1	1	1	1	1	1	1	8
12	Guihulngan	1	1	1	1	1	1	1	1	1	8
13	Lapu-Lapu	1	1	1	1	1	1	1	1	2	9
14	Mandaue	1	1	1	1	1	1	1	1	2	9
15	Negros Oriental	1	1	1	1	1	1	1	1	3	10
16	Siquijor	1	1	1	1	1	1	1	1	1	8
17	Tagbilaran City	1	1	1	1	1	1	1	1	1	8
18	Talisay City	1	1	1	1	1	1	1	1	1	8
19	Tanjay City	1	1	1	1	1	1	1	1	1	8
20	Toledo City	1	1	1	1	1	1	1	1	1	8
Total Number of Expected Participants										170	



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 ON QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION**

November 18-21, 2024

Reynas the Haven and Gardens Hotel, Tagbilaran City, Bohol

PROGRAM MANAGEMENT TEAM

Program Director	Dr. Salustiano T. Jimenez Regional Director
Assistant Program Director	Atty. Fiel Y. Almendra Assistant Regional Director
Program Manager	Mr. Misael G. Borgonia Chief Education Supervisor, HRDD NEAP-R Focal Person
Assistant Program Managers	Dr. Emiliano B. Elnar, Jr. Chief Education Supervisor, QAD Quality Management Representative Dr. Maria Jesusa C. Despojo Chief Education Supervisor, CLMD Dr. Benjamin D. Tiongzon Chief Education Supervisor, PPRD Mr. Tomas T. Pastor Chief Education Supervisor, ESSD Ms. Ida F. Cabantan Chief Administrative Officer, ASD Ms. Merden L. Bryant Chief Education Supervisor, FTAD
Finance Officer	Mr. Sylvio H. Sabino Chief Administrative Officer, FD
Training Manager	Dr. Helen D. Sabino Education Program Supervisor, HRDD
Assistant Training Manager	Dr. Rosa H. Cabotaje Education Program Supervisor, HRDD Dr. Reynaldo D. Anto Education Program Supervisor, HRDD Dr. Mitchelin L. Micabani Education Program Supervisor, HRDD Ms. Johnelyn Marie D. Valleser Education Program Specialist II
Training Management Members	Dr. Ricky S. Yabo Senior Education Program Specialist Mr. John F. Andrada Education Program Specialist II
Logistic Officers/Secretariat	Mrs. Roselle S. Aguilar Dormitory Manager III Mr. Ferdinand R. Alba Administrative Assistant III Ms. Angelica Mae G. Villanueva Administrative Assistant I,

Quality Assurance, and Monitoring and Evaluation Associates (QAME)/PMT Monitors	Dr. Cynthia S. Miro Education Program Supervisor, QAD
Health and Wellness Officers	Dr. Rogelio John C. Villamor Medical Officer IV, ESSD Dr. Melissa Paradela Dentist III, ESSD
Communication and Technology Officers	Ms. Dimple Mancol Information Technology Officer-I, ICT-U Mr. Kristian Pondar Computer Maintenance Technologist-I, ICT-U Mr. Lester Berdida Admin Support Staff, PAU
Learning Facilitators	Dr. Emiliano B. Elnar, Jr. Chief Education Supervisor, QAD Mr. Misael G. Borgonia Chief Education Supervisor, HRDD Dr. Benjamin D. Tiongzon Chief Education Supervisor, PPRD Mr. Tomas T. Pastor Chief Education Supervisor, ESSD Ms. Ida F. Cabantan Chief Administrative Officer, ASD Mr. Sylvio H. Sabino Chief Administrative Officer, FD Ms. Merden L. Bryant Chief Education Supervisor, FTAD Dr. Sofronio D. Paragoso Education Program Supervisor, QAD Ms. Ameelyn R. Coca Administrative Officer V (HRMO III) Atty. Leslie Joie E. Babatuan Attorney IV, LAU Ms. Doris F. Esmero Education Program Supervisor, FTAD Dr. Helen D. Sabino Education Program Supervisor, HRDD Ms. Amaryllis R. Villarmia Administrative Officer V, PAU Ms. Johnnyline P. Jagdon Project Development Officer IV, ESSD
Process Observers	Dr. Reynaldo D. Anto Education Program Supervisor, HRDD Mr. John F. Andrada Education Program Specialist II



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November 18-21, 2024
Reynolds The Haven and Gardens Hotel, Tagbilaran City, Bohol
INDICATIVE PROGRAM SCHEDULE MATRIX

TIME	Day 1 November 18, 2024	Day 2 November 19, 2024	Day 3 November 20, 2024	Day 4 November 21, 2024
7:30-8:00 AM	Registration/ Attendance			
8:01-9:00 AM	Opening Program/ Pretest	Crafting of the Core Organizational Values Dr. Emiliano B. Elnar, Jr.	Crafting the 6-Year SDO QMS Development Plan Dr. Emiliano B. Elnar, Jr.	Document Information Management Ms. Johmyline P. Jagdon
9:01-10:00 AM	Introduction to ISO 9001:2015 Mr. Misael G. Borgonia			Knowledge Management Ms. Merden Bryant/ Ms. Doris F. Esnera
10:01-10:15 AM	Health Break		Health Break	
10:16-11:00 AM	Clause 4: Context of the Organization Dr. Emiliano B. Elnar, Jr.			Training and Advocacy Team Mr. Misael G. Borgonia
11:01-12:00 NN	Clause 5: Leadership Mr. Misael G. Borgonia	Crafting of the Vision Statement Dr. Emiliano B. Elnar, Jr.	Quality Workplace Mr. Tomas T. Pastor/ Ms. Ita F. Cabanian	Citizen/ Client Satisfaction Feedback Management Ms. Amaryllis R. Villarria
12:01-1:00 PM	Lunch Break			
1:01-2:00 PM	Clause 6: Planning Dr. Benjamin D. Tiongzon		QMS Documentary Requirements Ms. Anneelyn R. Coca	Posttest/Closing Program
2:01-3:00 PM	Clause 7: Support Mr. Misael G. Borgonia		Management Review Atty. Leslie Joie Babatitan	
3:01-3:15 PM	Health Break			
3:16-4:00 PM	Clause 8: Operation Mr. Syfiro H. Sabano	Crafting of the Mission Statements Dr. Emiliano B. Elnar, Jr.	Risk Management Dr. Benjamin D. Tiongzon	
4:01-5:00 PM	Clause 9: Performance Evaluation Dr. Benjamin D. Tiongzon		Internal Quality Audit Dr. Sofronio D. Paragoso	
5:01-6:00 PM	Clause 10: Improvement Ms. Merden L. Bryant		Corrective Action Ms. Merden Bryant	
6:01-7:00 PM		Daily Evaluation/Debriefing/Dinner		
7:01-8:00 PM	Introduction to DepEd Quality Management System Dr. Emiliano B. Elnar, Jr.	Crafting the Strategic Directions, Goals, Objectives, and Strategies Dr. Emiliano B. Elnar, Jr.		
8:00-9:00 PM	QMS Process Map, Structure and Terms of Reference of the QMS Teams Dr. Sofronio D. Paragoso			