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

Office of the Schools
Division Superintendent

November 16, 2026

DIVISION MEMORANDUM
NO: 977 s. 2026

CAPABILITY -BUILDING WORKSHOP ON QUALITY MANAGEMENT SYSTEM (QMS) AND OPERATIONS MANUAL DEVELOPMENT

TO: Assistant Schools Division Superintendent
Division Chiefs CID, SGOD
Public Elementary and Secondary School Heads
SDO QMS Team
All Others Concerned

1. This Office hereby announces RM 1065 s. 2026 titled *Capability-Building Workshop on Quality Management System (QMS) and Operations Manual Development* on November 16-20, 2026 at Palm Grass, the Cebu Heritage Hotel, 64 Junquera St. Kalubihan, Cebu City.

2. Attached are the List of Participants and RM 1065 s. 2026 for more details

3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct

H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
http://www.depedtagbilaran.org

Enclosure to DM No____ s. 2026

Participants of CB in QMS

NO.	FULL NAME (First Name Middle Initial Last Name)	POSITION
1	Maurine C. Castano	CES, SGOD
2	Aimee T. Amistoso (Alternate SDS)	EPSvr
3	Beatriz E. Incog	EPSvr
4	Cherry Michelle F. Collyer	EPSvr
5	Brendalou D. Arancana	HRMO
6	Adeline Carmen C. Dagamac	Nurse II
7	Alberto A. Lacang	EPSvr
8	Aquilino T. Milar Jr	AO V
9	Mae Concepcion D. tejano	Legal Assistant
10	Beverly S. Bagolos	ADAS III
11	Legardo R. Palaca Jr.	Principal III
12	Neolita S. Sarabia	EPSvr
13	Rosene D. Olaivar	EPS II
14	Tammy Relampagos	Legal Officer
15	Joermelyne P. Pasilbas	PDO I
16	Anna Mae Ocon	ADA VI

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

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Office of the Regional Director

REGIONAL MEMORANDUM
No. 1065 , s. 2026

12 NOV 2026

CAPACITY-BUILDING WORKSHOP ON QUALITY MANAGEMENT SYSTEM (QMS) AND OPERATIONS MANUAL DEVELOPMENT

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 **Capacity-Building Workshop on Quality Management System (QMS) and Operations Manual Development** on **November 16–20, 2026** at Palm Grass the Cebu Heritage Hotel at 64 Junquera St, Kalubihan, Cebu City, 6000 Cebu.

2. The activity aims to:
   a. explain the QMS requirements for developing planning and audit documents;
   b. analyze processes, risks, and control measures as bases for QMS documentation;
   c. develop and finalize Planning Documents, Quality Control Plans, and Operations Manuals using prescribed templates; and
   d. prepare and accomplish the Audit Program, Audit Itinerary, Audit Checklist, and craft sample Request for Action and RFA Monitoring in accordance with QMS requirements.

3. The Schools Division Offices (SDOs), through their respective Training and Advocacy Team (TAT) are expected to facilitate the endorsement of participants by ensuring the completeness and accuracy of all required information through the following link: https://tinyurl.com/EndorsedPaxCBQMSOPSManualDev.

4. The expected participants shall consist of sixteen (16) representatives endorsed by each Schools Division Office (SDO), composed of the following:
   a. Top Management (Schools Division Superintendent (SDS)/ Assistant Schools Division Superintendent (ASDS)
   b. 2 representatives from Risk Management Team (RMT)
   c. 2 representatives Internal Quality Audit Team (IQAT)
   d. 2 representatives from Knowledge Management Team (KMT)
   e. 2 representatives from Quality Workplace Team (QWT)
   f. 2 representatives from Training and Advocacy Team (TAT)
   g. 1 representative from Office of the Schools Division Superintendent (OSDS)
   h. 2 representatives from Curriculum Implementation Division (CID)
   i. 2 representatives from School Governance and Operations Division (SGOD)

5. The SDOs are enjoined to fill all sixteen (16) participant slots to ensure full representation of their respective Units. Participants shall develop actual QMS documents tailored to the processes of their Units for implementation in their SDOs. Should the SDS or ASDS be unavailable, representation from all Units must nevertheless be ensured.

6. The Training and Advocacy Team (TAT) are expected to ensure that all endorsed participants can register on before **November 12, 2026**, through the link: https://tinyurl.com/QMSCapBSeries23

7. The participants are expected to bring the following:
   a. laptop;
   b. extension cord;
   c. Wi-Fi router *(if applicable);* and
   d. Medicines *(for those on medication)*

8. The participants and PMT members are expected to observe the following meal and check-in/check-out schedule:

	Check-in	**Check-out**	**First Meal**	**Last Meal**
PMT and Participants	2:00 PM *November 16, 2026*	12:00 PM *November 20, 2026*	AM Snacks *November 16, 2026*	PM Snacks *November 20, 2026*

9. Board and lodging and other incidental expenses incurred in relation to the conduct of the activity, shall be charged against **OSEC-7-26-04213** under **AC-26-5706-GASS-S4-002** of Work and Financial Plan of HRDD, while expenses incurred by the participants coming from the Schools Division shall be charged against the SDO MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

10. For queries, you may reach us at 0917-711-1697 and look for Mr. Misael G. Borgonia, Quality Management Representative (QMR) of DepEd Regional Office VII.

11. This Memorandum is for the information and compliance of all concerned.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

For the Regional Director:

IDA F. CABANTAN
Chief Administrative Officer, ASD
Officer-in-Charge
Office of the Regional Director

ABB/FYA/HRDD/MGB/jmdv

Capacity-Building Workshop on Quality Management System (QMS) and Operations Manual Development
November 16–20, 2026
Palm Grass the Cebu Heritage Hotel

INDICATIVE PROGRAM SCHEDULE MATRIX

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
6:00 AM – 7:30 AM	Travel Time	Breakfast			
7:31 AM – 8:00 AM		Morning Preliminary Activities			
8:01 AM – 9:45 AM	Registration and Settling-in	Session 2 **Risk Management** *Class 1:* ***Misael G. Borgonia*** *Class 2:* ***Benjamin D. Tiongzon***	Session 3 **Quality Control Plans and Operations Manual** *Class 1:* ***Sofronio D. Paragoso*** *Class 2:* ***Reynaldo D. Anto***	Session 4 **Internal Quality Audit** *Class 1:* ***Sofronio D. Paragoso*** *Class 2:* ***Benjamin D. Tiongzon***	Session 6 **Client Satisfaction** *Class 1:* ***Amaryllis R. Villarmia*** *Class 2:* ***Dheavone Maurice B. Lau***
9:46 AM – 10:00 AM	Health Break				
10:01 AM – 12:00 NN	Opening Program	**Workshop 2**: Process Analysis and Risk Assessment	**Workshop 3**: Development of Quality Control Plans and Operations Manuals	**Workshop 4**: Development and Finalization of QMS Audit and Corrective Action Documents	Session 7 **Crafting of SDO QMS Implementation Plan** *Class 1:* ***Misael G. Borgonia*** *Class 2:* ***Benjamin D. Tiongzon***
12:01 PM – 12:50 PM	Lunch Break				
1:01 PM – 2:45 PM	Session 1 **Setting of Quality Objectives and Targets and its Alignment to OPCRF** *Class 1:* ***Misael G. Borgonia*** *Class 2:* ***Benjamin D. Tiongzon***	**Workshop 2**: Process Analysis and Risk Assessment	**Workshop 3**: Development of Quality Control Plans and Operations Manuals	**Output Presentation**: QMS Audit and Corrective Action Document	**Output Presentation**: SDO QMS Implementation Plan Next Steps/Ways Forward Wrap-Up/Clearing House Closing Program
2:46 PM – 3:00 PM	Health Break				
3:01 PM – 4:00 PM 4:01 PM – 5:00 PM	**Workshop 1**: Development of QMS Planning Documents Focus: Quality Objectives and Targets, OPCRF Alignment	**Output Presentation**: SWOT Matrix, Risk/Opportunity Registry	**Output Presentation**: Quality Control Plan and Operations Manual	Session 5 **Corrective Actions** *Class 1:* ***Rosa H. Cabotaje*** *Class 2:* ***Mitchelin L. Micabani***	Home Sweet Home
5:01 PM – 5:15 PM	End-of-Day Evaluation/Reminders				
5:16 PM – 6:00 PM	Debriefing				
6:01 PM – 7:30 PM	Dinner				

Capacity-Building Workshop on Quality Management System (QMS) and Operations Manual Development

November 16–20, 2026

Palm Grass the Cebu Heritage Hotel, 68 General, Cebu Palm Grass Hotel, 64 Junquera St., Kalubihan, Cebu City, 6000

PROGRAM MANAGEMENT TEAM

ROLE	NAME
Program Director	**Dr. Arturo B. Bayocot, CESO III** Regional Director
Assistant Program Director	**Atty. Fiel Y. Almendra** Assistant Regional Director
Program Manager	**Misael G. Borgonia** Chief Education Supervisor, HRDD NEAP-R Focal Person
Assistant Program Managers	**Bryant C. Acar** Chief Education Supervisor, CLMD **Benjamin D. Tiongzon** Chief Education Supervisor, QAD **Tomas T. Pastor** Chief Education Supervisor, ESSD **Ida F. Cabantan** Chief Administrative Officer, ASD **Merden L. Bryant** Chief Education Supervisor, FTAD **Helen D. Sabino** Chief Education Supervisor, PPRD
Finance Officer	**Sylvio H. Sabino** Chief Administrative Officer, FD
Training Managers	**Rosa H. Cabotaje** Education Program Supervisor, HRDD **Mitchelin L. Micabani** Education Program Supervisor, HRDD **Reynaldo D. Anto** Education Program Supervisor, HRDD **Aladin E. Cabanig** Education Program Supervisor, HRDD **Johnelyn Marie D. Valleser** Education Program Specialist II, NEAP-R
Assistant Training Managers	**John F. Andrada** Education Program Specialist II, HRDD **Rechie C. Bejasa** Education Program Specialist II, HRDD
Logistic Officers/Secretariat	**Chaline Kate P. Dela Cruz** Dormitory Manager II, HRDD **Ferdinand R. Alba** Administrative Assistant III, NEAP-R **Angelica Mae G. Villanueva** Administrative Assistant I, HRDD
Quality Assurance, and Monitoring and Evaluation	**Sofronio D. Paragoso** Education Program Supervisor, QAD

ROLE	NAME
Associates (QAME)/ PMT Monitors	**Cynthia S. Miro** Education Program Supervisor, QAD
Health and Wellness Officers	**Rogelio John C. Villamor** Medical Officer IV, ESSD **Ivy B. Diez** Medical Officer, Cebu Province **Janine Nia Ferlen Ediong** Medical Officer, Cebu Province
Communication and Technology Officers/DepEd LMS Integration	**Amaryllis R. Villarmia** Administrative Officer V **Dheavone Maurice B. Lao** PDO II, PAU **Andrea Nicole T. Medalle** Administrative Assistant I, PAU **Lester Berdida** Admin Support Staff, PAU

CLASS	LEARNING FACILITATORS	CLASS MANAGER	PROCESS OBSERVER
1	Misael G. Borgonia Sofronio D. Paragoso Rosa H. Cabotaje Amaryllis R. Villarmia	Aladin E. Cabanig	Johnelyn Marie D. Valleser
2	Benjamin D. Tiongzon Reynaldo D. Anto Mitchelin L. Micabani Dheavone Maurice B. Lao	Rechie C. Bejasa	John F. Andrada

Capacity-Building Workshop on Quality Management System (QMS) and Operations Manual Development

November 16–20, 2026

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CLASS ASSIGNMENT

CLASS 1	CLASS 2
Bogo City Bohol Carcar City Cebu City Cebu Province City of Naga Danao City Lapu-Lapu City Mandaue City	Tagbilaran City Talisay City Toledo City
144 participants	**48 participants**