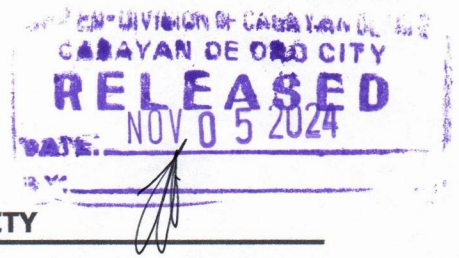




Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



05 Nov 2024

OFFICE MEMORANDUM

OSDS-2024- 187

To: Assistant Schools Division Superintendent
Chief ES, CID and SGOD
Division Quality Management System (QMS) Teams
Division Process-Owners
All others concerned

RECONSTITUTION OF QMS STRUCTURE

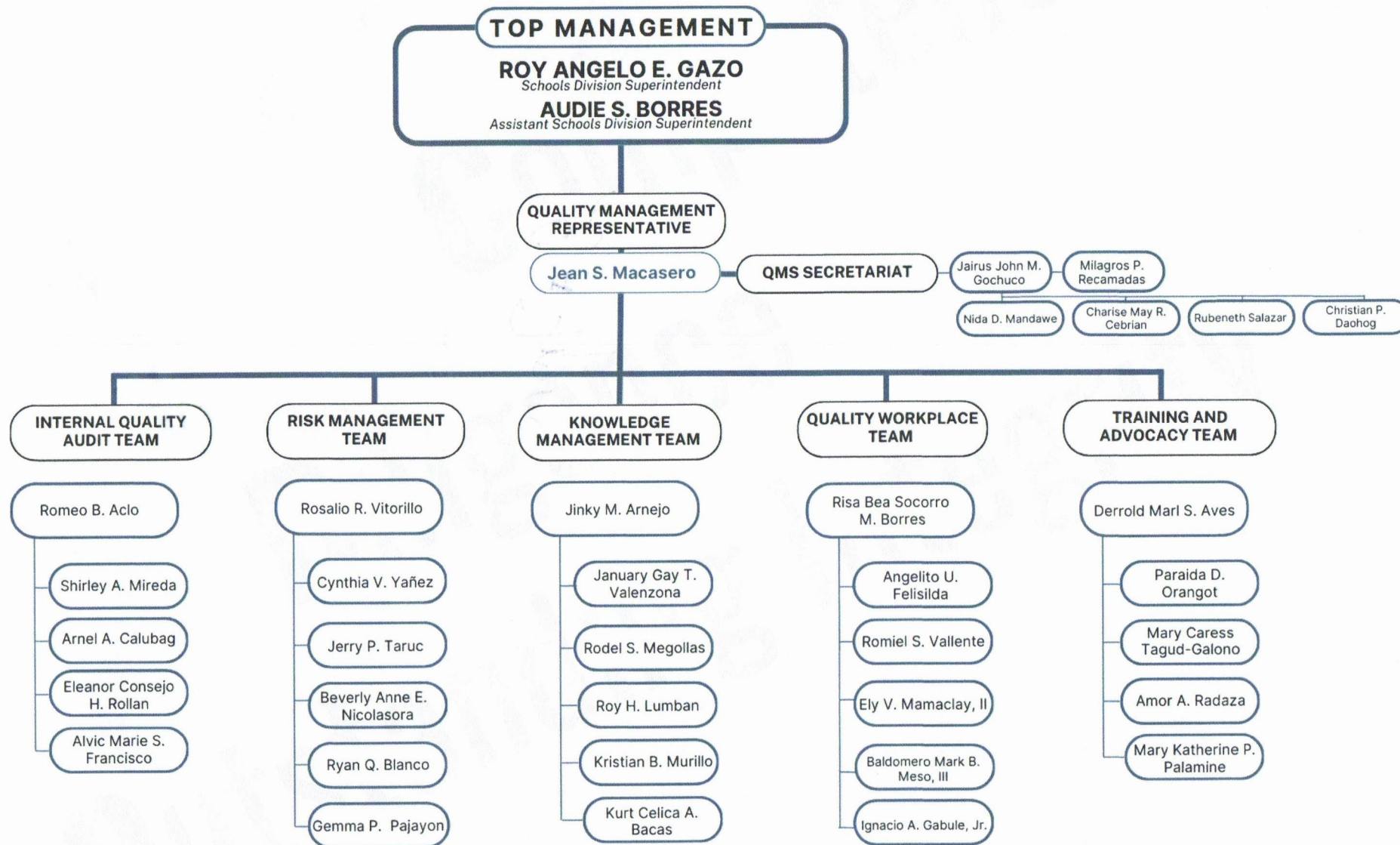
1. In compliance with DepEd Order 009, s. 2021, "Institutionalization of a Quality Management System in the Department of Education" and pursuant to Executive Order No. 605, s. 2007, entitled "Institutionalizing the Structure, Mechanism and Standards to Implement the Government Quality Management Program (GQMP), this Office hereby adopts One DepEd, One QMS.
2. In view of the recently conducted Technical Guidance by the Regional Office of Region X last October 29-31, 2024, and as part of SDO-CDO's strategic framework for standardization of structure, processes and mechanisms, this Office hereby reconstitutes the Quality Management System (QMS) Teams and process owners/holders as attached (Enclosure 1).
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. Immediate dissemination of this Memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Jairus/OM-Changes in the Division Quality Management System (QMS) Structure
001/November 5, 2024



QMS STRUCTURE



Prepared by:

JAIRUS JOHN M. GOCHUCO
Secretariat

Approved by:

ROY ANGELO E. GAZO
Schools Division Superintendent

SDO NQMS Process	Sub-process	Responsible Officer	Process Holder
Plan Formulation	Strategic Planning	DEXECOM with Division Planning Team	Jean S. Macasero Rosalio R. Vitorillo Jinky M. Arnejo Romeo B. Aclo Arnel A. Calubag Romiel S. Vallente Risa Bea Socorro M. Borres Rodel S. Megollas
	Medium Term Planning	DEXECOM with Division Planning Team	
	Operational Planning	DEXECOM with Division Planning Team including Program Coordinators/implementers/owners	
Plan Development	Policy Implementation	DEXECOM Functional Divisions	
	Policy Review	DEXECOM Functional Divisions	
Performance Monitoring and Evaluation	Management Meetings: EXECOM	DEXECOM	
	Management Meetings: MANCOM	Division MANCOM	
	Management Meetings: Management Review	Top Management, Functional Division Chiefs, and QMS Core Team Leads	
	Program/Project Implementation Review	DEXECOM with Division Planning Team including Program coordinators/implementers/owners	
	Office Staff Performance Monitoring and Appraisal	DEXECOM Performance Management Team	
	Education Statistics Monitoring	SGOD	Eleanor Consejo H. Rollan
	Monitoring of Citizen/Client Satisfaction Survey	SGOD	Jairus John M. Gochuco
Learning Delivery Management and Development	Instructional Supervision and Management	CID	Jinky M. Arnejo Rochelle A. Luzano January Gay T. Valenzona Milagros P. Recamadas
Learning Resource Management and Development	Development of Contextualized Learning Resources	CID	Rochelle A. Luzano Anita M. Gochuco
	Management of Quality Assurance of LR/Contextualized LRs	CID	

Education Assessment and Research	Design and Development of Assessment Framework, Programs, and Tools/Instrument	CID SGOD - SMME	Charlyn S. Baylon Phoebe W. Taruc Eleanor Consejo H. Rollan
	Assessment Operation	CID	Ray O. Maghuyop Evelyn Q. Sumanda January Gay T. Valenzona
	Data Analysis and Interpretation	CID	
	Development of Education Research Framework, Design, Procedures and Instruments	CID	Marife A. Ramos Shirley A. Merida Margie G. Andrade
	Conduct of Research	CID	Cynthia V. Yañez Paraida D. Orangot Angelito U. Felisilda
	Utilization of Research Data and Information	CID	Sylvio C. Carciller Jerly H. Eluna Helen R. Lucman Juan A. Mingo
Learning/Professional Development and Management for Teachers and School Leaders	Design and Development of Learning/ PD Standards and programs/courses	SGOD	Derrold Marl S. Aves Mary Caress Tagud-Galono
	Management of Learning/PD Programs	SGOD	
	Quality Assurance of Learning/PD Programs	SGOD	Eleanor Consejo H. Rollan
	M&E of Learning/PD Program	SGOD	
Asset Management	Acquisition of tangible and intangible assets	Property and Supply Unit	Ignacio A. Gabule Jr.
	Asset Disposition	Property and Supply Unit	
	Asset Utilization and Inventory	Property and Supply Unit	
Data Information Management	Data Dissemination	SGOD - Planning & Research Section	Rodel S. Megollas
	Data Management	SGOD - Planning & Research Section	
	Management of Information System	SGOD - Planning & Research Section	
	Contingency Planning, Formulation and Enhancement	SGOD - Social Mobilization and Networking	Ryan Q. Blanco
	DRRM Information System and Research	SGOD - Social Mobilization and Networking	

Disaster Risk Reduction and Management	IEC and Advocacy for Resilience	SGOD - Social Mobilization and Networking	Ryan Q. Blanco
	Learning Continuity and Resilience Interventions	SGOD - Social Mobilization and Networking	
	Monitoring and Evaluation of Comprehensive School Safety (CSS)	SGOD - Social Mobilization and Networking	Roy H. Lumban Alvic Marie S. Francisco
	Partnership for Stengthening Resilience	SGOD - Social Mobilization and Networking	
	Resilience Education	SGOD - Social Mobilization and Networking	Ryan Q. Blanco
External Partnership Management	Commemorative and Other Related Events Management	SGOD - Social Mobilization and Networking	Roy H. Lumban Alvic Marie S. Francisco
	Partnership and Development Management	SGOD - Social Mobilization and Networking	
Financial Management (Budget, Accounting, Cash and Employee accounts management)	Automatic Payroll Deduction System (APDS)	OSDS - Payroll Section	Louie B. Banaag
	Budget Accountability Reporting	Budget Unit	Romiel S. Vallente
	Budget Preparation and Approval	Budget Unit / Planning & Research Section	Romiel S. Vallente Rodel S. Megollas
	Budget Processing and Execution	Budget Unit / Planning & Research Section	
	Collection and Deposits	Cash Units / Administrative Unit	Gemma P. Pajayon
	Control of Accountable Forms	Cash Units / Administrative Unit	
	Disbursement	Cash Units / Administrative Unit	
	Financial accountability and Recording	Accounting Unit	Arnel Calubag
	Maintenace and Closure of Bank Accounts	Cash Units / Administrative Unit	Gemma P. Pajayon
	Monitoring and Recording of financial Transaction	Accounting Unit	Arnel Calubag
	Pre-audit and Disbursement	Accounting Unit	
	Preparation of ACIC/SLIAE	Cash Units / Administrative Unit	Gemma P. Pajayon

	Provident Fund Management	Accounting Unit	Arnel Calubag
	Systems Improvement and Administrative Service (EFRs)	Accounting Unit	
General Service Management	Clinic Management	SGOD - Health Section	Baldomero Mark B. Meso III
	Facilities Maintenance	Administrative Unit	Risa Bea Socorro M. Borres Ely V. Mamacalay II
	Housekeeping and Ground Maintenance	Administrative Unit	Risa Bea Socorro M. Borres
	Security Services	Administrative Unit	
	Transportation Service and Vehicle Maintenance	Administrative Unit	Ignacio A. Gabule Jr.
Human Resource Management and Development	Compensation and Benefits	Personnel Unit/ Finance Unit	Louie B. Banaag
	Employee Relations	Personnel Unit	Ma. Jo-ian Rose P. Chatto Marilou F. Navaja
	Employee's Welfare	SGOD - Human Resource Development Section	Derrold Marl S. Aves Mary Caress Tagud-Galono
	Leave Management	Personnel Unit	Marilou F. Navaja
	Personnel Inventory	Personnel Unit	Joanne Ruth S. Madela
	Personnel Performance Management	SGOD - Human Resource Development Section / Personnel Unit	Efren B. Facun Derrold Marl S. Aves
	Personnel Record Management	Personnel Unit	Christy Amor A. Amoguis
	Professional Development/Learning and Development	SGOD - Human Resource Development Section	Derrold Marl S. Aves Mary Caress Tagud-Galono
	Recruitment, Selection, Placement, and Induction	Personnel Unit SGOD - Human Resource Development Section	Marilou F. Navaja Derrold Marl S. Aves Mary Caress Tagud-Galono
	Rewards and Recognition	SGOD - Human Resource Development Section	Derrold Marl S. Aves Mary Caress Tagud-Galono
Organizational Development	Organization Management	SGOD	Rodel S. Megollas
ICT Management	Management of ICT Solutions	ICT Unit	James Roberto Z. Sijo
	Management of Technology Infrastructure	ICT Unit	
	User Support/Help Desk	ICT Unit	

Infrastructure Management	Evaluation/Assessment of Construction, repair, rehabilitation, and Maintenance of Education Facilities	SGOD - Education Facilities Section	Ely V. Mamacalay II
	Inspection/Validation of accomplishment of BEFF projects	SGOD - Education Facilities Section	
	Management of Construction, and Maintenance of Education Facilities	SGOD - Education Facilities Section	
Learner Support Management (Health, Sports, and youth Formation)	Program Management	SGOD	Jairus John M. Gochuco
Legal Management	Assistance to the Office of the Solicitor General in pending cases involving DepEd	SDS	Laurence Edgardo A. Del Puerto
	Development and Implementation of DepEd Child Protection Programs	Legal Unit	
	Evaluation, Investigation, review, and/or Resolution of Complaints/cases of DepEd Officials, Teaching and Non-teaching Personnel	Legal Unit SDS	
	Legal Review of Proposed DepEd policies/issuance, agreements, and Recognitions	Legal Unit	
	Site Titling and Oversight of DepEd School Sites	Legal Unit SGOD	Laurence Edgardo A. Del Puerto Ely V. Mamacalay II
	Evaluation of Applications for the Grants of Permit to Operate and Recognitions	SGOD	Eleanor Consejo H. Rollan
	Evaluation of Application of Special Orders of Private Schools/TVI/Non-DepEd Public Schools	SGOD	

Private Education Regulations and Development	Endorsement of Notice of Voluntary (temporary/permanent) private closure	SGOD	Eleanor Consejo H. Rollan
	Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools	SGOD	
Procurement Management	Bidding Processes	OSDS	Baby Jane J. Nangcas
	Contract Implementation	End-user / Program Holder	
	Contract Monitoring	OSDS	
	Procurement Planning	OSDS	
Project Management	Coordination and Linkages	SGOD	Roy H. Lumban Alvic Marie S. Francisco
	Project Implementation Management	SGOD	Eleanor Consejo H. Rollan
Public Affairs Management	Information Management and Dissemination	Designated Division Information Officer	Jairus John M. Gochuco
	Materials Production	Designated Division Information Officer	
	Media Relations	Designated Division Information Officer	
	Public Relations and Assistance	Designated Division Information Officer OSDS - Legal Unit	
	Publication of Issuances	Records Unit	
Records Management	Access, disclosure, and issuance of documents	Records Unit	Kristian B. Murillo
	Handling of Incoming Documents	Records Unit	
	Handling of Outgoing Documents	Records Unit	
	Records Disposition	Records Unit	
	Records Inventory	Records Unit	
Research Management	Call for Proposal and Proposal Evaluation	SGOD - Planning & Research Section SDRV	Beverly Anne C. Nicolasora
	Implementation and Monitoring	SGOD - Planning & Research Section	
	Dissemination of research results	SGOD - Planning & Research Section	
	Archiving	SGOD - Planning & Research Section	