



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

22 October 2024

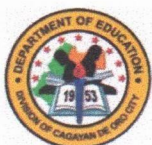
DIVISION MEMORANDUM
No. 821 s.2024

**SUBMISSION OF SUB-PROCESSES AND FORMS FOR THE APPLICATION OF
DIVISION QUALITY MANAGEMENT SYSTEM**

TO: Assistant Schools Division Superintendent
Division QMS Team Members
Division Office Personnel
All others Concerned

1. In view of the upcoming readiness assessment by the Regional Office on the National Quality Management System (NQMS), all division personnel are reminded of the submission of sub-processes and the required forms (Quality Control Plan, List of Relevant Interested Parties, SWOT, Risk Registry, Opportunity Registry) on Wednesday, October 23, 2024 thru this link: link.depedcdo.online/672Enn.
2. The members of the Core Teams (Quality Management Representative, Internal Quality Audit, Risk Management Team, Knowledge Management Team, Quality Workplace Team, Training and Advocacy Team, and QMS Secretariat) shall convene on Thursday, October 24, 2024.
3. The conduct of internal audit shall be any day this week, hence all documentation and quality work place requirement shall be complied following the 5S.
4. See Enclosure No. 1 for the updated list of process holders.
5. 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.
6. For information and guidance.

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph

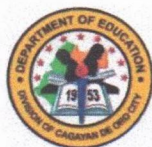


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Enclosure 1
Sub-process Holders

Sub-Process	In-charge
Education Statistics Monitoring	Rodel S. Megollas
Monitoring of Citizen/Client Satisfaction Survey	Romeo B. Aclo
Instructional Supervisory and Management	Evelyn Sumanda Sherly Merida
Development of Contextualized Learning Resources	Rochelle A. Luzano
Management of Quality Assurance of LR/Contextualized LR	Rochelle A. Luzano
Design and Development of Assessment Framework, Programs, and Tools/Instruments	Rochelle A. Luzano
Assessment Operation	Ray O. Maghuyop
Data Analysis and Interpretation	Ray O. Maghuyop
Development of Education Research Framework, Design, Procedures and Instruments	Beverly Nicolasora
Conduct Research	Beverly Nicolasora
Utilization of Research Data and Information	Beverly Nicolasora
Design and Development of Learning/ PD standards and programs/courses	Derrold Marl S. Aves Mary Caress T. Galono
Management of Learning/PD Programs	Derrold Marl S. Aves Mary Caress T. Galono
Quality Assurance of Learning/PD Programs	Eleanor Consejo H. Rollan
M and E of Learning/PD Programs	Eleanor Consejo H. Rollan
Acquisition of tangible and intangible assets	Ignacio A. Gabule Jr.
Asset Disposition	Ignacio A. Gabule Jr.
Asset Utilization and Inventory	Ignacio A. Gabule Jr.
Data Dissemination	Rodel S. Megollas
Data Management	Rodel S. Megollas
Management of Information System	Rodel S. Megollas
Contingency Planning, Formulation and Enhancement	Ryan Q. Blanco
DRRM Information and Research	Ryan Q. Blanco



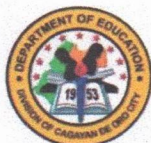
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IEC and Advocacy for Resilience	January Gay T. Valenzona
Learning Continuity and Resilience Interventions	January Gay T. Valenzona
Monitoring and Evaluation of Comprehensive School Safety (CSS)	Roy H. Lumban Alvic Marie S. Francisco
Partnership for Strengthening Resilience	Roy H. Lumban
Resilience Education	January Gay T. Valenzona
Commemorative and other related events management	Roy H. Lumban
Partnership and Development Management	Roy H. Lumban
Budget Accountability Reporting	Romiel S. Vallente
Budget Preparation and Approval	Romiel S. Vallente Rodel S. Megollas
Budget Processing and Execution	Romiel S. Vallente Rodel S. Megollas
Collection and Deposits	Gemma P. Pajayon
Control of Accountable Forms	Gemma P. Pajayon
Disbursement	Gemma P. Pajayon
Financial Accountability and Reporting	Arnel A. Calubag
Maintenance and Closure of Bank Accounts	Gemma P. Pajayon
Monitoring and Recording of Financial Transaction	Arnel A. Calubag
Pre-audit and Disbursement	Arnel A. Calubag
Preparation of ACIC/SLIAE	Gemma P. Pajayon
Provident Fund Management	Katherine P. Palamine
Systems Improvement and Administrative Services (EFRs)	Arnel A. Calubag
Clinic Management	Baldomero Mark b. Meso III
Facilities Maintenance	Risa Bea Socorro M. Borres
Housekeeping and Ground Maintenance	Risa Bea Socorro M. Borres
Security Services	Risa Bea Socorro M. Borres
Transportation Service and Vehicle Maintenance	Alvic Marie Fransisco
Compensation and Benefits	Darlene Palamine
Employee Relations	Ma. Jo-ian Rose P. Chatto
Employee's Welfare	Derrold Marl S. Aves Mary Caress T. Galono
Leave Management	Beatriz G. Alilin
Personnel Inventory	Joanne Ruth S. Madela
Personnel Performance Management	Eleanor Consejo H. Rollan



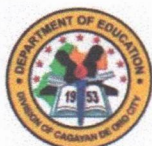
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Personnel Records Management	Christy Amor A. Amoguis
Professional Development/Learning and Development	Derrold Marl S. Aves
Recruitment, Selection, Placement, and Induction	Marilou Navaja Christy Amor A. Amoguis Derrold Marl S. Aves
Rewards and Recognition	Derrold Marl S. Aves Mary Caress T. Galono
Organization Management	Romeo B. Aclo
Management of ICT solutions	James Roberto Z. Sijo
Management of Technology Infrastructure	James Roberto Z. Sijo
User Support/Help Desk	James Roberto Z. Sijo
Evaluation/assessment of construction, repair, rehabilitation, and maintenance of education facilities	Ely V. Mamacalay II
Inspection/validation of accomplishments of BEFF projects	Ely V. Mamacalay II
Management of construction, repair, rehabilitation, and maintenance of education facilities	Ely V. Mamacalay II
Program Management	Jairus John M. Gochuco Loredelle L. Tacandong
Assistance to the Office of the Solicitor General in pending cases involving DepEd	Laurence Edgardo A. Del Puerto
Development and Implementation of DepEd child protection programs	Laurence Edgardo A. Del Puerto Roy H. Lumban
Evaluation, investigation, review, and/or resolution of complaints/cases of DepEd officials, teaching and non-teaching personnel	Laurence Edgardo A. Del Puerto
Legal Review of proposed DepEd policies/issuances, agreements, and other legal documents	Laurence Edgardo A. Del Puerto
Sites titling and oversight of DepEd School sites	Ely V. Mamacalay II
Evaluation of applications for the grant of Permits to Operate and Recognitions	Eleanor Consejo H. Rollan
Evaluation of applications of Special Orders of Private Schools /TVI/ Non-DepEd Public Schools	Eleanor Consejo H. Rollan
Endorsement of Notice of Voluntary (temporary/permanent) private closure	Eleanor Consejo H. Rollan



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Validation and Evaluation of Application of Tuition and other fees Increase, No Increase and New Fees of Private Schools	Eleanor Consejo H. Rollan
Bidding Processes	Baby Jane J. Nangcas
Contract Implementation	Baby Jane J. Nangcas
Contract Monitoring	Baby Jane J. Nangcas
Procurement Planning	Baby Jane J. Nangcas
Coordination and Linkages	Roy H. Lumban Alvic Marie J. Francisco
Project Implementation Management	Roy H. Lumban Alvic Marie J. Francisco
Information Management and Dissemination	Jairus John M. Gochuco
Materials Production	Jairus John M. Gochuco
Media Relations	Jairus John M. Gochuco
Public Relations and Assistance	Jairus John M. Gochuco Laurence Edgardo A. Del Puerto
Publication Issuances	Kristian B. Murillo
Access, disclosure, and issuance of documents	Kristian B. Murillo
Handling of Incoming Documents	Kristian B. Murillo
Handling of Outgoing Documents	Kristian B. Murillo
Records Disposition	Kristian B. Murillo
Records Inventory	Kristian B. Murillo
Call for Proposal and Proposal Evaluation	Beverly Nicolasora
Implementation and Monitoring	Beverly Nicolasora
Dissemination of research results	Beverly Nicolasora
Archiving	Beverly Nicolasora



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