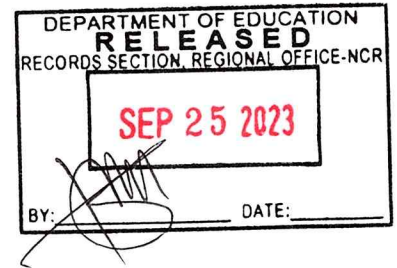




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



Regional Memorandum

No. ORD-2023- 939

September 22, 2023

CONSTITUTION OF QMS TEAMS IN THE DIVISION OFFICES

To : Schools Division Superintendents

1. Pursuant to **DepEd Order No. 9, s. 2021** entitled “**Institutionalization of Quality Management System in the Department of Education**” and considering that the target for certification of Schools Division Offices on Quality Management System (ISO 9001:2015) under the *One DepEd, One QMS*, will be in 2024, all SDOs are hereby advised to constitute their **QMS Teams** pursuant to the said DepEd Order. The designation of the Teams shall be based on their functions as specified in the DepEd Order.
2. The Region will conduct capacity building for all the Teams upon their designation. As such, SDOs shall submit a copy of the division memorandum designating the QMS Teams in the Division on or before October 15, 2023.
3. SDOs are likewise advised to include NQMS activities in their APP for CY 2024 as the trainings to be conducted by the Region will only cover the SDO QMS Teams. The Division Office will conduct trainings, orientations, workshops, and other activities for the process owners in the Division.
4. For information and compliance.

Encl.: QMS Structure

WILFREDO E. CABRAL, CESO III
Regional Director

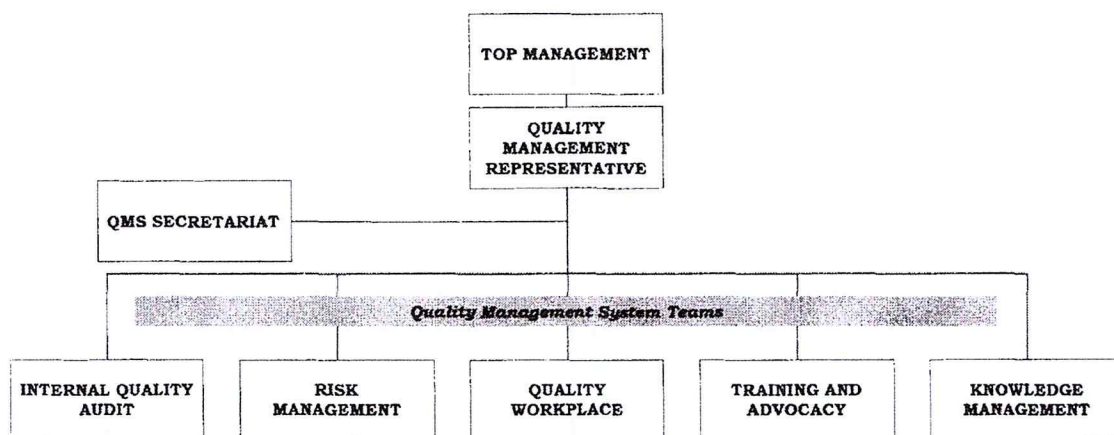


of CO, RO, and SDO programs. In the case of Schools, it may be included during the preliminary activities of Faculty Meetings, Learning Action Cell (LAC) Sessions, or any other similar activity. The purpose of the QPS is to build a culture of quality within the Department. It serves as a reminder for each DepEd employee to uphold their commitment to citizen-centric quality public service.

VII. The QMS Structure

The QMS Structure is designed to ensure that the quality goals and targets of DepEd are achieved. It is composed of the **Top Management**, a **Quality Management Representative (QMR)**, a **QMS Secretariat**, **Internal Quality Audit Team (IQAT)**, **Risk Management Team (RMT)**, **Quality Workplace Team (QWT)**, **Training and Advocacy Team (TAT)**, and **Knowledge Management Team (KMT)**. There shall be only one QMS Structure at the CO, per RO, SDO, and school. DepEd offices and schools shall create QMS Teams to support its implementation. Below is the prescribed structure:

Quality Management System Structure



The number of members in a QMS Team may vary depending on the capacity of the office or school to appoint representatives, but there must be at least one representative per team.

Work done as a member of a QMS Team shall be included as one of the objectives in a Key Result Area (KRA) related to any of the following: continuous improvement, office management, or in their Plus Factor as provided in the latest Results-Based Performance Management System (RPMS) guidelines, the percentage of which should not exceed the weight assigned for the highest mandated KRA of the office. The RPMS shall put premium on KRAs towards the realization of organizational vision, mission, and strategic priorities supported by proofs of actual performance. (Item 36, DO 02, s. 2015).

To guide the process of designating representatives and/or members, below are the Terms of Reference (TOR) for each team and position indicated in the QMS structure:



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