

Department of Education

NATIONAL CAPITAL REGION



30 September 2024

REGIONAL MEMORANDUM

No. 1004 s. 2024

To:

Schools Division Superintendents

All Others Concerned

SERIES OF CAPACITY BUILDING FOR SCHOOLS DIVISION OFFICES ON THE NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS)

- 1. Relative to DepEd Order No. 009, s. 2021, dated February 24, 2021, titled "Institutionalization of a Quality Management System in the **Department of Education**, this Office informs the field of the above-captioned subject.
- 2. The training activities aim to:
- a. provide a comprehensive understanding of the ISO 9001:2015 standards, focused on the principles and requirements of a quality management system (QMS) within the context of education management;
- b. equip SDO personnel with the necessary skills and procedural knowledge to implement and sustain the QMS anchored on ISO 9001:2015 to ensure continuous improvement in the processes, efficiency, and service delivery;
- c. strengthen leadership skills vis-à-vis data-driven and evidence-based decision-making techniques among SDO personnel by integrating quality

management principles in their administrative functions;

- d. prepare SDOs for compliance with ISO 9001:2015 requirements and facilitate their journey towards achieving certification, enhancing the credibility and reputation of the education system; and
- e. enhance stakeholders' satisfaction (students, parents, teachers, and community members) by ensuring that SDOs consistently meet their needs

and expectations through effective quality management practices.

3. The registration fee for each engagement per participant covers meals, accommodation, training kits, and payment of service rendered by the external facilitators. The details are listed in the attached list of activities. Payment shall be made through:

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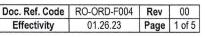
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2. The registration is from **October 7-11, 2024,** through the link https://tinyurl.com/NCRSDOQMSRegistration.



- 4. Participants' transportation allowance shall be charged to the SDO local funds subject to the usual accounting and auditing rules and regulations.
- 5. The following enclosures are provided for guidance and reference:

Enclosure A: List of activities of the Capacity Building Program for SDO

Officials on Quality Management System (QMS).

Enclosure B: Training Activity Matrices

Enclosure C: Technical Working Group and their Terms of Reference

- 6. The final venues for the training series will be announced in a separate memorandum.
- 7. For questions and concerns, please contact **Mr. Hajji R. Palmero, Chief,** HRDD-NEAP R, Team Leader Training and Advocacy Team (TAT), or email at **hrdd.ncr** @deped.gov.ph.

8. Immediate dissemination and strict compliance of this Memorandum is desired.

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Director IV









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Enclosure A

List of Activities on Capacity Building of SDO Personnel on Quality Management System

deliverables of the management system	Develop an SDO Action Plan for o Quality Workplace the implementation of QMS. o Training and Module 2: Training In-depth session on the roles, and specific specific on functions and specific	 Overview of ISO standards Importance of QMS in Education Roles and Functions of QMS Teams 	 DepEd Order No. 9, s. 2021(Institutionalization of National Quality Management System) 	CapacityBuildingExplain to the SDO QMS Top• Schools Divisionof DepEd NCR-SDOManagement and Teams theSuperintendentsPersonnel on QMSfollowing:• Assistant Schools	Activity Learning Objectives Expected Participants Date
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7,000.00			3,000.00		Registration Fee







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				Reviews	Management	Audits and	Module 3: Internal			Quality workplace	Group 4		Audit	Internal Quality	Group 3			Risk Management	Group 2		Management	Knowledge
•	C)	0		0		0			•					•				•			
Participate in Effective Management Reviews	Recommendations	in Auditing:	Apply Risk-Based Thinking	Conducting Internal Audits	Identify Key Steps in	Internal Audits	Understand the Purpose of	practices	principles into daily work	Learn how to integrate QMS	findings.	executing, and reporting	audits, including planning,	how to conduct internal	Explain to the participants	тапидетені тію іне Діяз.	plans and incorporating risk	developing risk mitigation	Explore strategies for	Offices (SDOs).	specific school division	QMS plans tailored to their
					•		•				•	,			•							
				Leaders	SDO QMS Team	Leaders and Member	SDO IQA Team				STACTITIATAL CIAIN	OMS Momboss	Workplace Team	for IOA and Quality	SDO Team Leaders							
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Prepared by:

HAJJI RELANO PALMERO

Team Leader Training and Advocacy Team Chief, HRDD NEAP R

Recommending Approval:

CRISTITO A. ECO

Assistant Regional Director Quality Management Representative

Approved:

JOCELYN DR. ANDAYA Director IV









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Enclosure B. Training Activity Matrices

Training Matrix: 3-Day Capacity Building on Quality Management System (ISO 9001:2015)
October 22-24, 2024

Venue: To Be Announced

Day 1	Time 8:00 AM -	Session/Activity Registration and	Topics Welcome	Objectives Set objectives and		Facilitator Host,
	8:30 AM	Opening Program	remarks, Program Orientation	expectations for the training	for the	'n
	8:30 AM - 9:00 AM	Pre-Test	Pre-Test on ISO 9001:2015 Knowledge	Assess participants' baseline knowledge of QMS	ticipants' towledge	ticipants' Hajji Relano towledge Palmero
	9:00 AM - 10:30 AM	Session 1: Introduction to Quality Management System (ISO 9001:2015)	Overview of ISO 9001:2015	Understand the basics and importance of QMS	d the e of QMS	d the e of QMS
	10:30 AM - 10:45 AM	Break				









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3:15 PM - 5:00 PM	3:00 PM - 3:15 PM	1:00 PM - 3:00 PM	12:00 PM - 1:00 PM	10:45 AM - 12:00 PM
Session 4: Documenting a Quality Management System	Break	Session 3: Process Approach and Risk-Based Thinking	Lunch Break	Session 2: Principles of ISO 9001:2015
Key documents, Work instructions, Forms		Process mapping, Identifying risks		7 Quality Management Principles
Learn how to develop and maintain QMS documentation		Explore process- based thinking and apply risk analysis		Learn and apply the core principles of ISO 9001
Sample documents, Templates	Snacks	Process map templates, Markers	Lunch	Handouts, Flip charts









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Day	Time	Session/Activity	Topics	Objectives	Facilitator	Materials/Resources
Day 2	8:00 AM -	Recap of Day 1	Summary of	Refresh learning	Moderator,	Recap notes, Flip
	8:30 AM	and Overview of	previous	from Day 1 and	Resource	charts
		Day 2	sessions,	preview Day 2	Person	
			Introduction to next sessions	activities		
	8:30 AM -	Session 5:	Internal audit	Understand the	Resource	Audit checklists,
	10:00 AM	Internal Auditing	principles, Roles	internal audit	Person 3	Templates
		for ISO	of auditors	process within		
		9001:2015		the QMS		
	10:00 AM -	Break				Snacks
	10:15 AM					
	10:15 AM -	Session 6:	Audit	Develop skills in	Resource	Audit reports, Case
	12:00 PM	Conducting	preparation,	conducting and	Person 3	study materials
		Internal Audits	Gathering evidence,	reporting internal audits		
			Reporting findings			
	12:00 PM -	Lunch Break				Lunch
No.	1:00 PM					
	1:00 PM - 3:00 PM	Session 7: Corrective	Addressing non- conformities,	Learn corrective actions and	Resource Person 4	Problem-solving tools, Templates











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	3:15 PM - 5:00 PM	3:00 PM - 3:15 PM	
and Audit Role Play	Workshop 1: Process Mapping	Break	Actions and Continuous Improvement
process mapping, Audit role play	Hands-on activity on		Root cause analysis
conducting an internal audit	Practice mapping processes and		implement continuous improvement
	Resource Persons		
	Process maps, Role play scenarios	Snacks	



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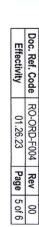
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Day	Time	Session/Activity	Topics	Objectives	Facilitator	Materials/Resources
Day 3	8:00 AM -	Recap of Day 2	Summary of	Refresh learning	Moderator,	Recap notes, Flip
01	8:30 AM	and Overview of	previous	from Day 2 and	Resource	charts
		Day 3	sessions,	preview Day 3	Person	
			Introduction to	activities		
			next sessions			
	8:30 AM -	Session 8:	Overview of	Learn the	Resource	Management review
	10:00 AM	Management	Management	importance of	Person 5	templates, Case
		Review and	Review Process,	management		studies
		Continual	PDCA Cycle	review and		
		Improvement		continual		
				improvement		
	10:00 AM -	Break				Snacks
	10:15 AM					
	10:15 AM -	Session 9:	Steps to ISO	Understand the	Resource	Certification
	12:00 PM	Certification	9001:2015	steps for ISO	Person 6	guidelines, Checklist
		Process and ISO	certification,	certification and		templates
		9001:2015	Compliance	requirements		
		Requirements	checklist			
	12:00 PM - 1:00 PM	Lunch Break				Lunch











3:00 PM - 3:30 PM	2:30 PM - 3:00 PM	1:00 PM - 2:30 PM
Closing Program	Post-Test	Workshop 2: Preparation for QMS Implementation
Summary, Evaluation, Awarding of certificates	Post-Test on ISO 9001:2015 Knowledge	Action planning, Simulated implementation
Reflect on key takeaways and provide an evaluation of the training	Evaluate participants' understanding and learning outcomes	Plan for the QMS implementation in schools and offices
Organizing Team	Moderator	Resource Persons
Evaluation forms, Certificates	Post-Test questionnaires, Pens	Action plan templates, Implementation guidelines



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4-day Training Matrix for Risk Management for Quality Management Systems (QMS)

Date and Venue: To Be Announced

Day 1: Introduction to Risk Management and QMS

	Discussion	processes	,	
1	Plenary	quality management	QMS	
Risk Specialist	Workshop,	Identify potential risks in	Identifying Risks in	3:00 - 4:30
		thinking		
	Activity	of ISO 9001 on risk-based	Thinking Approach	
ISO Auditor	Lecture, Group	Understand the requirements	ISO 9001: Risk-Based	1:00 - 3:00
			Lunch Break	12:00 - 1:00
		standards		
	Group Discussion	in maintaining QMS	Management in QMS	12:00
QMS Specialist	Case Study,	Learn the importance of RM	The Role of Risk	10:30 -
Expert	Discussion	concepts and principles of RM	Management (RM)	
Risk Management	Lecture,	Understand the basic	Introduction to Risk	9:00 - 10:30
	Welcome Remarks	training objectives	Program	
Program Manager	Registration,	Orient participants to the	Registration & Opening	8:00 - 9:00
Person				
Facilitator/Resource	Methodology	Learning Objectives	Topic	Time

Day 2: Risk Assessment and Analysis Techniques











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Industry Expert	Case Study,	Analyze real-world risk	Case Study: Real-World	3:00 - 4:30
		in processes		
Consultant	on Activity	and assess failure points	Analysis (FMEA)	
- Risk Management	Lecture, Hands-	Apply FMEA to identify	Failure Mode and Effects	1:00 - 3:00
			Lunch Break	12:00 - 1:00
	Exercise			
	Simulation	risks based on severity	Ranking	
QMS Specialist	Workshop,	Develop skills to prioritize	Risk Prioritization and	11:00 - 12:00
		methods	Quantitative Approaches	
	Group Activity	various risk assessment	Qualitative and	
Risk Consultant	Case Study,	Understand and apply	Risk Assessment:	9:30 - 11:00
Expert	Discussion	identifying risks in QMS	and Techniques	
Risk Management	Lecture, Group	Learn different tools for	Risk Identification Tools	8:00 - 9:30
Person				
Facilitator/Resource	Methodology	Learning Objectives	Topic	Time

Day 3: Risk Mitigation, Control, and Monitoring



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Time	Topic	Learning Objectives	Methodology	Facilitator/Resource
				Person
8:00 - 10:00	Risk Mitigation	Learn strategies to mitigate	Lecture, Group	RM Specialist
	Strategies	risks and their impact	Discussion	
10:00 -	Developing a Risk	Develop a risk control plan to	Workshop,	QMS Consultant
12:00	Control Plan	manage identified risks	Group Activity	
12:00 - 1:00	Lunch Break			
1:00 - 3:00	Monitoring and Review	Understand how to monitor	Lecture, Case	RM and QMS Expert
	of Risk Controls	and review risk mitigation plans	Study, Activity	
3:00 - 4:30	Risk Communication	Learn how to effectively	Interactive	Communication
		communicate risks within the	Session, Role-	Specialist
		organization	Play	

Day 4: Continuous Improvement, Best Practices, and Action Planning



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Time	Topic	Learning Objectives	Methodology	Facilitator/Resource
				Person
8:00 - 9:30	Continuous	Learn how to continuously	Lecture, Group	QMS and RM
	Improvement in Risk	improve risk management	Discussion	Specialist
	Management	practices		
9:30 - 11:00	Risk Management Best	Learn from best practices of	Panel Discussion	Industry Experts
	Practices	organizations implementing effective risk management		
11:00 - 12:00	Challenges in Risk	Identify and overcome	Group Activity,	Risk Management
	Management	common challenges in RM	Brainstorming	Expert
	Implementation			
12:00 - 1:00	Lunch Break			
1:00 - 3:00	Action Planning:	Develop action plans to	Workshop,	RM and QMS
	Implementing RM in Your QMS	implement RM in your QMS	Group Activity	Consultant
3:00 - 4:30	Closing Program &	Summarize key insights and	Reflection,	Program Manager
	Certificates	distribute cel micates	Awarding	









4-day Training Matrix for Knowledge Management for Quality Management Systems (QMS) Date and Venue: To Be Announced

Day 1: Introduction to Knowledge Management and QMS

Time	Topic	Learning Objectives	Methodology	Facilitator/Resource
				Person
8:00 - 9:00	Registration & Opening	Orient participants to the	Registration,	Program Manager
	Program	training objectives	Welcome Remarks	
9:00 - 10:30	Introduction to	Understand the basic	Lecture, Discussion	KM Expert
38	Knowledge	concepts and principles of		
	Management (KM)	KM		
10:30 -	Importance of KM in	Learn the role of KM in	Case Study, Group	QMS Specialist
12:00	Quality Management	achieving QMS goals	Discussion	
	Systems			
12:00 - 1:00	Lunch Break			
1:00 - 3:00	KM Framework and	Analyze different KM	Lecture, Interactive	KM Consultant
	Models	models and frameworks	Workshop	
3:00 - 4:30	KM and Organizational	Identify how KM aligns	Group Activity,	HR and Culture
	Culture	with organizational culture	Plenary Session	Specialist









Day 2: Tools and Strategies for Knowledge Management in QMS

Time	Topic	Learning Objectives	Methodology	Facilitator/Resource Person
8:00 - 9:30	Knowledge Identification and Capture	Learn techniques to identify and capture organizational knowledge	Lecture, Hands-on Workshop	KM Expert
9:30 - 11:00	Tools for KM in QMS	Explore digital tools and strategies for implementing KM in QMS	Demonstration, Interactive Session	IT Expert
11:00 - 12:00	KM Processes in QMS	Understand processes involved in integrating KM into QMS	Case Study, Workshop	Quality Assurance Expert
12:00 - 1:00	Lunch Break			
1:00 - 3:00	Creating a Knowledge Management Strategy	Develop a KM strategy tailored to the organization's QMS	Strategic Planning Workshop	KM Consultant
3:00 - 4:30	Knowledge Sharing and Collaboration Techniques	Explore collaboration tools and techniques for effective KM	Lecture, Group Activity	Collaboration Expert



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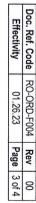
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Day 3: Implementation and Monitoring of Knowledge Management Systems

Time	Topic	Learning Objectives	Methodology	Facilitator/Resource
				Person
8:00 -	Implementing KM	Learn the steps to	Lecture, Case	KM and QMS Consultant
10:00	Systems in QMS	successfully implement KM	Study	
		systems		
10:00 -	KM and Continuous	Integrate KM into	Discussion, Group	Continuous Improvement
12:00	Improvement in QMS	continuous improvement	Work	Specialist
		processes		
12:00 -	Lunch Break			
1:00				
1:00 -	Monitoring and Evaluation	Learn how to monitor and	Workshop, Group	KM Monitoring Specialist
3:00	of KM Practices	evaluate KM	Activity	
		implementation		
3:00 -	Case Study: Successful	Review real-world examples	Case Study, Group	Industry Expert
4:30	KM in QMS Implementation	of KM integration	Presentation	





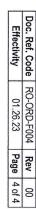




Day 4: Best Practices, Challenges, and Action Planning

	or Cer micares	and recognize barncipanon	Certificates	4.00
Program Manager	Reflection, Awarding	Summarize training insights	Closing Program &	3:00 -
	Workshop	integrating KM in your QMS	Plan for KM in QMS	3:00
	Action Planning	Create action plans for	Developing an Action	1:00 -
			Lunch Break	12:00 - 1:00
		systems		
		overcome barriers in KM		12:00
	Lecture, Case Study	Discuss solutions to	Overcoming KM Barriers	11:00 -
	Brainstorming	in KM and QMS integration	Implementation	11:00
KM Expert, Facilitator	Group Discussion,	Identify common challenges	Challenges in KM	9:30 -
		organizations		
	Sharing	from successful		9:30
	Panel Discussion,	Learn KM best practices	KM Best Practices	8:00 -
			,	
Facilitator/Resource	Methodology	Learning Objectives	Topic	Time









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3-day Training Matrix for Quality Workplace for Quality Management Systems Date and Venue: To Be Announced

Day 1: Introduction to Quality Workplace and QMS

2:30 - 4:00 Wo i	1:00 - 2:30 Int Wo i	12:00 - 1:00 Lur	10:30 - 12:00 Ele Wo i	9:00 - 10:30 Una Wo :	8:00 - 9:00 Reg	Time
Workplace Culture and Quality	Integrating QMS into Workplace Practices	Lunch Break	Elements of a Quality Workplace	Understanding Quality Workplace	Registration & Opening Program	Topic
Understand the relationship between	Learn how to integrate QMS principles into daily work practices		Identify key elements that contribute to a quality work environment	Define quality workplace and its importance in QMS	Orient participants to the training objectives	Learning Objectives
Group Activity, Discussion	Case Study, Workshop		Lecture, Group Discussion	Lecture, Discussion	Registration, Welcome Remarks	Methodology
Culture Specialist	QMS Consultant		HR Specialist	QMS Specialist	Program Manager	Facilitator/Resource Person









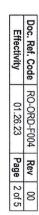


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		4:00 - 4:30		
		Summary and Q&A		
questions	day and address	Review key points of the	quality management	workplace culture and
	Session	Summary, Q&A		
		Facilitator		

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Day 2: Implementing and Managing Quality Workplace

Time	Topic	Learning Objectives	Methodology	Facilitator/Resource
				Person
8:00 - 9:30	Developing a Quality Workplace Strategy	Learn how to develop and implement a strategy for a quality workplace	Workshop, Interactive Session	QMS Consultant
9:30 - 11:00	Tools and Techniques for Quality Workplace	Explore tools and techniques for maintaining a quality work environment	Demonstration, Hands-on Activity	Quality Tools Expert
11:00 - 12:00	Role of Leadership in Quality Workplace	Understand the role of leadership in fostering a quality work environment	Lecture, Group Discussion	Leadership Specialist
12:00 - 1:00	Lunch Break			
1:00 - 2:30	Employee Engagement and Quality	Learn how to engage employees in quality improvement initiatives	Workshop, Group Activity	Engagement Specialist
2:30 - 4:00	Managing Change in Quality Workplace	Understand strategies for managing change within the work environment	Lecture, Case Study	Change Management Consultant
4:00 - 4:30	Summary and Q&A	Review key points of the day and address questions	Summary, Q&A Session	Facilitator









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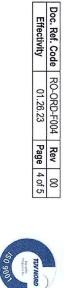
Day 3: Evaluating and Improving Quality Workplace

Time	Topic	Learning Objectives	Methodology	Facilitator/Resource Person
8:00 - 9:30	Evaluating Quality Workplace Effectiveness	Learn how to evaluate the effectiveness of quality workplace initiatives	Workshop, Interactive Session	QMS and Evaluation Expert
9:30 - 11:00	Continuous Improvement for Quality Workplace	Explore continuous improvement methods and their application	Lecture, Group Activity	Continuous Improvement Specialist
11:00 - 12:00	Best Practices in Quality Workplace Management	Learn from best practices and real-world examples	Panel Discussion, Case Study	Industry Experts
12:00 - 1:00	Lunch Break			
1:00 - 2:30	Developing an Action Plan for a Quality Workplace	Create an action plan to implement improvements in the quality of the workplace	Workshop, Group Activity	QMS Consultant
2:30 - 4:00	Closing Program & Certificates	Summarize key insights and award certificates	Reflection, Certificate Awarding	Program Manager











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		4:00 - 4:30
	Evaluation	Feedback and
effectiveness	training program and its	Gather feedback on the
	Session	Feedback
		Program Manager

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4-day Training Matrix for Internal Quality Audits for Quality Management Systems (QMS) Date and Venue: To Be Announced

Day 1: Introduction to Internal Quality Audits

Consultant	Interactive Session	for an internal audit	Preparation	0.00
Internal Andit	Workshop	Learn how to plan and prepare	Audit Planning and	3.00 - 4.30
		audits	for internal Audits	
ISO Auditor	Lecture, Case Study	Understand the ISO 9001	ISO 9001: Requirements	1:00 - 3:00
			Lunch Break	12:00 - 1:00
	Discussion	and principles of internal	Audics	
Internal Audit Expert	Lecture, Group	Learn the purpose, benefits,	Introduction to Internal	10:30 - 12:00
		components of QMS	(QMS)	
QMS Specialist	Lecture, Discussion	Understand the principles and	Overview of Quality	9:00 - 10:30
	Welcome Remarks	training objectives	Program	
Program Manager	Registration,	Orient participants to the	Registration & Opening	8:00 - 9:00
Person				
Facilitator/Resource	Methodology	Learning Objectives	Topic	Time





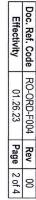




Day 2: Conducting Internal Quality Audits

Timo	Tosio	I parning Objectives	Wethodology	Facilitator/Perource
) bq	0		Person
8:00 - 9:30	Audit Execution	Understand techniques for	Lecture, Role-	Internal Audit Expert
	Techniques	conducting effective audits	Play	
9:30 - 11:00	Interviewing	Learn how to effectively	Workshop,	Audit Specialist
	Techniques and	interview and collect audit	Practical	
	Evidence Collection	evidence	Exercise	
11:00 - 12:00	Audit Sampling	Learn about sampling	Lecture,	Statistical Expert
	Methods	techniques and their	Interactive	
		application in audits	Session	
12:00 - 1:00	Lunch Break			
1:00 - 3:00	Document Review and	Review and assess	Case Study,	QMS Document
	Assessment	documentation during	Group	Specialist
		audits	Discussion	
3:00 - 4:30	Conducting an Audit	Apply learned techniques in	Simulation	Internal Audit
	Simulation	a simulated audit scenario	Exercise, Debrief	Consultant









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Day 3: Reporting and Follow-Up

Time	Topic	Learning Objectives	Methodology	Facilitator/Resource Person
8:00 - 10:00	Reporting Audit Findings	Learn how to document and report audit findings effectively	Lecture, Workshop	Internal Audit Expert
10:00 - 12:00	Non-Conformities and Corrective Actions	Understand how to identify non-conformities and follow up with corrective actions	Case Study, Group Discussion	QMS Specialist
12:00 - 1:00	Lunch Break			
1:00 - 3:00	Preparing an Audit Report	Learn to prepare comprehensive and clear audit reports	Workshop, Interactive Session	Internal Audit Consultant
3:00 - 4:30	Follow-Up Actions and Monitoring	Understand follow-up procedures and monitoring processes	Lecture, Case Study	Quality Assurance Expert









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Day 4: Advanced Topics and Best Practices

Time	Topic	Learning Objectives	Methodology	Facilitator/Resource Person
8:00 - 9:30	Advanced Audit Techniques	Explore advanced techniques and tools for internal audits	Lecture, Workshop	Advanced Audit Specialist
9:30 - 11:00	Auditor Competency and Continuous Improvement	Understand the skills required for auditors and ways to continuously improve audit practices	Group Discussion, Role-Play	Training Specialist
11:00 - 12:00	Best Practices in Internal Audits	Learn from best practices and experiences of successful audits	Panel Discussion, Case Study	Industry Experts
12:00 - 1:00	Lunch Break			
1:00 - 3:00	Action Planning for Internal Audit Program	Develop action plans to enhance internal audit programs	Workshop, Group Activity	Internal Audit Consultant
3:00 - 4:30	Closing Program & Certificates	Summarize key insights and award certificates	Reflection, Certificate Awarding	Program Manager









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Enclosure C. Technical Working Group (TWG) and their Terms of Reference

Technical	Working Group (TWG)
Committee/Team	Terms of Reference
Program Lead and Program Focal Hajji R. Palmero, Chief, HRDD- NEAP R	1. Lead in the ocular inspection, reservation, and readiness of the training venues and accommodation rooms. 2. Lead in conducting and monitoring the series of capacity building on QMS. 3. Orient and guide the HRDD PMT/TWG in the conduct of the series of capacity building on QMS. 4. Lead in addressing issues and concerns regarding the conduct of the capacity building series on QMS. 5. Coordinate with and update the top management on the status of the capacity building series on QMS. 6. Initiate the procurement process of resources, materials, and relevant services. 7. Oversee all the financial-related concerns and monitor the disbursements in the conduct of the series of capacity building on QMS. 8. Coordinate with the Cash section to ensure efficient allocation and timely release of funds. 9. Lead in the Procurement of the training materials.
Cash Section Secretariat Rodolfo J. Colocar, EPS HRDD-NEAP Arre V. Aduan, EPS HRDD-NEAP Richard D. Vidal, EPS II Nika A. Diaz, AdAs VI HRDD-NEAP	1. Coordinate with the Program Lead and Secretariat for proper liquidation of all fund disbursements. 2. Prepare and submit the financial report as one of the requirements for completing the activity. 1. Coordinate with, consult, and update the Program Lead and Program Focal on the status of the conduct of the series of capacity building on QMS. 2. Perform other assigned tasks relative to the conduct of the series of capacity building on QMS such as the following;
Risk Management:	a) Document the proceedings of the meetings and training sessions.







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Dr. Maria Laarni Carla C.
Paranis, EPS, FTAD
Mr. Joseph T. Indicio Statistician
I, PPRD

Knowledge Management:

Melody N. Jolo, AO I ASD-Cash Nancy C. Mabunga Librarian II, CLMD-LRMDS

Internal Quality Audit:

QAD Representative

Training and Advocacy:

Rodolfo J. Colocar, EPS HRDD-NEAP

Arren V. Aduan, EPS HRDD-NEAP

Quality Workplace:

Arian Astrero, AO II ASD-AMS Eduardo A. Abutal AdAs V, ORD-PAU

- b) Coordinate with the in charge of video/photo for the consolidation of the training videos and pictures
- c) Assist in the needs of the participants.
- d) Provide the participants access to the online Registration, attendance, and QAME links.
- e) Ensure the complete accomplishment of the attendance sheets and OAME link
- f) Assist in the distribution and retrieval of training materials.
- g) Assist in posting and consolidating session outputs
- h) Prepare and submit the Activity Completion Report at the end of each training

Logistics:

Rodolfo J. Colocar, EPS HRDD-NEAP Arre V. Aduan, EPS HRDD-NEAP

Arre V. Aduan, EPS HRDD-NEA Richard D. Vidal, EPS II Nika A. Diaz, AdAs VI HRDD-NEAP

- 1. Assist in the ocular inspection, reservation, and readiness of the training venues and accommodation rooms
- 2. Assist the Program Lead in the Procurement of training materials.
- 2. Prepare, organize, safely keep, secure adequacy and quality of, and transport the training materials.
- 3. Coordinate with the chosen catering services to prepare food and refreshments.
- 4. Prepare the Training Attendance sheet.
- 5. Coordinate with the Program Lead in safely keeping all the disbursement receipts.
- 6. Provide the Cash Section with the necessary document requirements for the liquidation of all fund disbursements and the preparation and submission of the financial report.
- 7. Prepare and submit the activity completion report.

Graphic Art/Design:

Richard D. Vidal, EPS II HRDD-NEAP 1. Layout and design a visually appealing training brochure, digital stage backdrop, and program and invitation.













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	2. Coordinate with the Program Lead on the materials to be used as the basis for the design.
Photo and video:	1. Take a video and photos of the meetings
	and training sessions.
Arren V. Aduan, EPS	2. Transmit to the Secretariat the edited and
HRDD-NEAP	finalized captured training videos/photos.
Welfare:	1. Ensure the safety, security, health, and
	wellness of the training participants, PMT,
Representatives from SDO	and Resource Persons.
	2. Attend to the emerging needs and concerns
	of the training participants, PMT, and
	Resource Persons.





