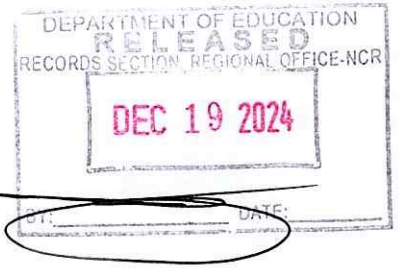




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



December 12, 2024

**REGIONAL MEMORANDUM**

ORD No. 1336 s. 2024

**To:** Schools Division Superintendent  
Assistant Schools Division Superintendent  
All Others Concerned

**SUBMISSION OF SDO – QUALITY MANAGEMENT SYSTEM  
IMPLEMENTATION PLAN**

1. As part of the preparations for the ISO Certification of the Division Offices in support to the realization of DepEd NCR's Top 5 Priority Area which is to **Strengthen Governance**, this Office reiterates the submission of the QMS Implementation Plan.
2. The field is directed to submit the abovementioned document to the QMS Secretariat of this Office **on or before January 10, 2025** using the attached template.
3. It is of utmost importance that this Memorandum is immediately disseminated.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

*Encl: as stated*

/QMS Secretariat





Republic of the Philippines

**Department of Education**

NATIONAL CAPITAL REGION

Schools Division Office of

**Action Plan for the Implementation of QMS at the School Division Office (SDO)**

| ACTION PLAN FY 20__ |           |          |            |                 |          |                 |
|---------------------|-----------|----------|------------|-----------------|----------|-----------------|
| Phases              | Objective | Timeline | Activities | Expected Budget | Modality | Expected Output |
| Preparation         |           |          |            |                 |          |                 |
| Implementation      |           |          |            |                 |          |                 |
| Follow-up           |           |          |            |                 |          |                 |

**Prepared and submitted by:**

Training and Advocacy Team – Team Leader



Republic of the Philippines

**Department of Education**

NATIONAL CAPITAL REGION

Schools Division Office of

---

**Recommending Approval:**

Quality Management Representative

**Approved by:**

\_\_\_\_\_  
Top Management

---



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
Schools Division Office of

**OFFICIAL LIST OF QMS CORE TEAMS**

| <b>QMS CORE TEAM</b>                           | <b>Name<br/>(First, Middle, Last Name)</b> | <b>POSITION</b> | <b>OFFICE</b> |
|--|--|-----------------|---------------|
| <b>Top Management</b>                          |  |                 |               |
| <b>Quality Management Representative (QMR)</b> |  |                 |               |
| Deputy Quality Management Representative       |  |                 |               |
| QMS Secretariat                                |  |                 |               |
| <b>Training and Advocacy Team Leader</b>       |  |                 |               |
| Members  |  |                 |               |
| <b>Knowledge Management Team Leader</b>        |  |                 |               |
| Members  |  |                 |               |
| <b>Risk Management Team Leader</b>             |  |                 |               |
| Members  |  |                 |               |
| <b>Internal Quality Audit Team Leader</b>      |  |                 |               |
| Members  |  |                 |               |
| <b>Quality Work Place Team Leader</b>          |  |                 |               |
| Members  |  |                 |               |

**Prepared and submitted by:**

Training and Advocacy Team – Team Leader



Republic of the Philippines

**Department of Education**

NATIONAL CAPITAL REGION

Schools Division Office of

---

**Recommending Approval:**

Quality Management Representative

**Approved by:**

Top Management

---