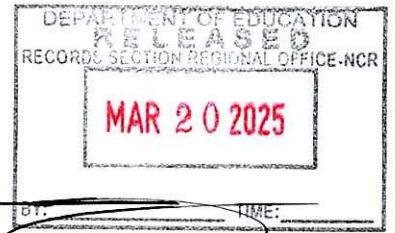




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 17, 2025

REGIONAL MEMORANDUM

No. 285 s. 2025

To: Schools Division Superintendents
All Others Concerned

**ADDENDUM TO THE REGIONAL MEMORANDUM NO. 264 S. 2025 TITLED
“VENUE FOR THE TRAINING OF SDO QMS TEAMS ON THE
IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM”**

1. In reference to the attached Regional Memorandum No. 264 s. 2025 titled “*Venue for the Training of SDO QMS Teams on the Implementation of Quality Management System*”, all concerned are informed of the above-captioned subject.
2. The additional items attached for reference are as follows:
Attachment A. List of Resource Speakers/Facilitators and TWG; and
Attachment B. Indicative Program of activities
3. Other details are outlined in the attached memorandum for reference.
4. This memorandum serves as a travel authority for the Resource Persons/ Facilitators and TWG members participating in this training.
5. Participants from SDOs are requested to access and complete the pre-registration link: <https://tinyurl.com/PRE-Reg-NQMS>.
6. The meal allowance for Service Drivers shall be covered by the respective SDOS, in accordance with standard auditing and accounting regulations.
7. Immediate dissemination of this Memorandum is desired.


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



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Website: <http://www.depedncr.com.ph>



Certificate No. PHP QMS
24 83 0151



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Attachment A: List of Resource Speakers/Facilitators and Technical Working Group (TWG) for the Training of QMS Teams On the Implementation of Quality Management System in SDOs

RESOURCE SPEAKERS/ FACILITATORS AND TECHNICAL WORKING GROUP (TWG) FOR THE TRAINING OF QMS TEAMS ON THE IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM IN SDOS	
Facilitators	TWG
1. Hajji R. Palmero Chief, HRDD-NEAP R	13. Rodolfo J. Colocar EPS, HRDD
2. Roger R. Morallos Chief, FTAD: OIC, ESSD	14. Don Ray V. Salvador EPS II, HRDD
3. Lilia A. Ricero, OIC, ASDS SDO Muntinlupa	15. Nika A. Diaz, ADA VI, HRDD
4. Lydia L. Martin, EPS, QAD/	16. Arren V. Aduan, EPS, HRDD
5. Marina C. Espino, EPS, QAD	17. Richard T. Catain, EPS, QAD
6. Nanie L. Ducut, AO V, ASD-Cash	18. James M. Macaranas, QAD
7. Rodrigo Penaranda HRDD-NEAP	19. Rowena S. Ontangco, QAD
8. Kino Penaranda HRDD-NEAP	20. Yessema C. Macabando Special Investigator III, ORD-Legal
9. Ariel Grimaldo HRDD-NEAP	Welfare Officer
10. Herbert D. Vertucio, EPS PPRD	21. Abel Alvarez, Nurse II SDO Manila
11. Joseph T. Indicio, Statistician I, PPRD	22. Bryan Angelo Moreno, Nurse II, SDO Manila
12. Vergel Jairus J. Emas, PPRD	



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Attachment 2: Indicative Program of Activities for the Training of QMS Teams On the Implementation of Quality Management System in SDOS

Day 0 - March 23, 2025		
Time	Activity	In-Charge
Morning Session		
8:00-10:00	Travel Time	
10:00 -10:30	Arrival and unloading of Training Materials and Supplies	TWG
10:30 – 11:00	Registration	Registration Committee
11:00 – 12:00	TWG Orientation	
Afternoon Session		
12:00 – 1:00	Luch Break	
1:00 – 3:00	- Unpacking and organizing training materials and supplies. - Inspecting and setting up training venues.	Training Secretariat
3:00 – 3:15	Health Break	
3:15 - 4:50	Program dry run	TWG
4:50 – 5:00	Reminders/Announcements	Training Secretariat
End of Day 0		

Day 1 – March 24, 2025		
Time	Activity	In-charge
7:00 – 9:00 AM	Arrival and Registration	QMS TWG
Program Preliminaries		
9:00 – 9:30 AM	Preliminaries	QMS TWG
	Nationalistic Song	AVP
	Ecumenical Prayer	
	DepEd Quality Policy Statement	
	Acknowledgement of Participants	Arren V. Aduan EPS, HRDD
	Welcome Remarks and Inspirational Message	Jocelyn DR Andaya Regional Director, NCR concurrent OIC, Office of the Assistant Secretary for Operations
Statement of Purpose	Cristito A. Eco Assistant Regional Director Concurrent OIC, Office of the Schools Division Superintendent, SDO Manila	
Session Proper		
9:30 –10:00 AM	Levelling of Expectations and Activity Norms	Rodolfo Colocar EPS, HRDD
10:00–10:30 AM	Plenary Session: Strengthening QMS Implementation – Aligning	Hajji R. Palmero Chief, HRDD-NEAP R TAT – Team Leader



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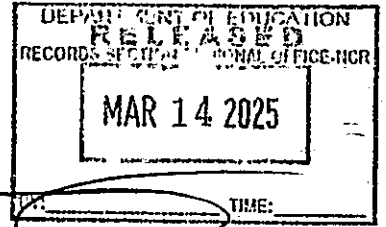
	Systems and Processes for Continuous Improvement	
10:30-10:45 AM	Health Break	
10:45-12:00 NN	Breakout Session Orientation & Grouping	Hajji Relano Palmero
12:00 - 1:30 PM	Lunch Break	
1:30 - 1:45	Accomplishment of Pre-Test	Assigned TAT Facilitators
1:30 - 3:00 PM	Breakout Sessions – Conceptual Deep Dive per Class	Roger Morillos Chief, FTAD Lilia Ricero OIC ASDS, SDO Muntinlupa Lydia Martin EPS, QAD Naynie Ducut AO V, ASD-Cash
3:00 - 3:15 PM	Break	
3:15 - 4: 25 PM	Con.t/ of Breakout Sessions	
4:25 - 4:40 PM	Synthesis and Reflection from Each Class	Assigned TAT Facilitators
4:40 - 4: 55	Accomplishment of QAME	QMS TWG
4:55 - 5:00 PM	Announcements/Reminders	QMS TWG
End of Day 1		
Master of Ceremony: Rodolfo J. Colocar EPS, HRDD-NEAP R		

Day 2 – March 25, 2025		
Time	Activity	In-charge
8:30 - 9:00 AM	Class MOL	Designated TAT Representative Hajji R. Palmero Rodolfo J. Colocar Arren V. Aduan Rhea B. Eden
9:00 - 10:30 AM	Breakout Sessions – Workshop on Practical Applications	RO Resource Speakers/Facilitators
10:30 - 10:45 AM	Health Break	
10:45 - 12:00 NN	Breakout Sessions – Workshop on Practical Applications	Designated TAT Representative
12:00 - 1:00 PM	Lunch Break	
1:00 - 3:00 PM	Hands-on Exercises and Case Study Simulations per Class	Designated TAT Representative
3:00 - 3:15 PM	Break	
3:15 - 4:45 PM	Class Presentations of Outputs	Designated TAT Representative
4:45 - 4:55 PM	Accomplishment of QAME	Designated TAT Representative
4:55 - 5:00 PM	Announcements/ Reminders	Designated TAT Representative
End of Day 2		



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Day 3- March 26, 2025		
Time	Activity	Facilitator
8:30 – 9:00 AM	Energizer Activity & Recap of Day 2 Learnings	TAT Representative
9:00 – 10:30 AM	Breakout Sessions – Workshop on Practical Applications	QMS Expert
10:30 – 11:00 AM	Break	
11:00 – 11:45 NN	Breakout Sessions – Developing Action Plans per Class	Assigned TAT Facilitators
11:45 – 12:00	Post Test	Assigned TAT Facilitators
12:00 – 1:30 PM	Lunch Break	
Plenary Session		
1:30 – 2:30 PM	Commitment Setting and Evaluation	Lead Trainer/ TAT
2:30 – 2:45 PM	Health Break	
2: 45 – 4:45 PM	Closing Program	Lead Trainer/ TAT
4:45 – 5:00PM	Accomplishment of QAME	QMS TWG
End of the 3-day Activity		
Homeward-bound		



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NATIONAL CAPITAL REGION

March 14, 2025

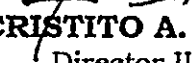
REGIONAL MEMORANDUM

No. 264 s. 2025

To: Schools Division Superintendents
All Others Concerned

**VENUE FOR THE TRAINING OF SDO QMS TEAMS ON THE
IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM**

1. In reference to the Regional Memorandum No. 043 s. 2025 titled "*Module 2: Training of QMS Teams on the Implementation of QMS in SDOs*", all concerned are informed that the above-captioned subject will be at the **Tanza Oasis Hotel and Resort**, Km 41 A. Soriano Highway, Brgy. Capipisa East, Tanza, Cavite.
2. The details of the activity are outlined in the attached memorandum as a reference.
3. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO
Director III
Officer-In-Charge
Office of the Regional Director

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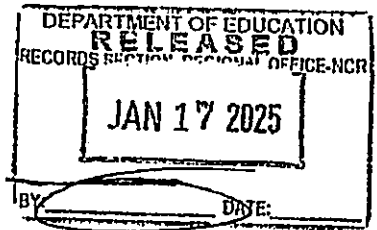


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 7, 2025

REGIONAL MEMORANDUM

No. 043 s. 2025

To: Schools Division Superintendents
All Others Concerned

**MODULE 2: TRAINING OF QMS TEAMS ON THE IMPLEMENTATION OF QMS
IN SDOS**


1. In reference to the Regional Memorandum No. 1004 s. 2024 "*Series Of Capacity Building for Schools Division Offices on the National Quality Management System (NQMS)*", all concerned are informed that the schedule of the above-captioned subject is on March 24-26, 2025. The venue will be announced in a separate memorandum.

2. The details of the activity are outlined in the attached document as a reference.

3. The registration fee of Php 7,000.00 per participant for every capacity building includes training materials and board and lodging. Payment must be made through:

Name of Bank : Land Bank of the Philippines
EDSA Congressional Branch
Account Name : DEPED NCR
Account Number : 0962-1020-61

4. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

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Attachment: Details of the Activity

Terminal Objective for Module 2: Training of SDO Officials on QMS				
Ensure that DepEd NCR SDO officers will effectively implement, maintain, and continuously improve a Quality Management System (QMS) based on the principles of ISO 9001:2015, with a focus on risk management, knowledge management, internal auditing, and fostering a quality workplace culture to enhance the efficiency, performance, and sustainability of educational services.				
Core Teams	Learning Objectives	Expected participants	Number of Participants	Lead Trainer
Knowledge Management (KMT)	To understand and apply the principles of Knowledge Management in the context of ISO 9001:2015, focusing on the identification, creation, sharing, and management of organizational knowledge. This includes the preparation of planning documents and strategies to ensure efficient information flow, documentation control, and continual improvement in decision-making.	SDO KMT leaders and members	5 per SDO	Dr. Roger R. Morallos Chief, Field Technical Assistance Division
Risk Management (RMT)	To apply the Risk-Based Thinking approach outlined in ISO 9001:2015 to identify, assess, and mitigate risks within the education system, ensuring proactive risk management practices are integrated into decision-making processes to prevent negative impacts on quality.	SDO RMT leaders and members	5 per SDO	Dr. Lilia A. Ricero OIC, Assistant Schools Division Superintendent SDO Muntinlupa



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Internal Quality Audit (IQA)	To understand the principles of Internal Audits as required by ISO 9001:2015, including the preparation and execution of audits to assess conformance to QMS standards, identify non-conformities, and recommend corrective actions to drive continual improvement.	SDO leaders and members	5 per SDO	Atty. Joylyn P. Dunluan Chief Administrative Officer, Administrative Services Division (ASD)
Quality Workplace (QW)	To understand how to develop a Quality Management System (QMS) that promotes a Quality Workplace based on ISO 9001:2015. This includes fostering employee engagement, ensuring a culture of quality, aligning organizational processes with quality objectives, and enhancing overall organizational performance and productivity.	QW leaders and members	5 per SDO	Ms. Naynie L. Ducut Administrative Officer V Cash Section- ASD

lrjcepshredd



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