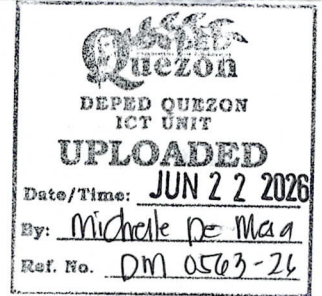




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



17 June 2026

**DIVISION MEMORANDUM**

No. 0563, s. 2026

**REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO PROCESSES**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
All Others Concerned

1. The Schools Division of Quezon, in its desire to continuously improve its program and services, shall conduct the **REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO PROCESSES** on June 24-25, 2026, at M.I. Sevilla Resort, Brgy. Domoit Lucena, City.
2. The activity shall be participated by the SDO Quality Management Representative (QMR), QMS Team Leaders, Process Owners, School Leaders, selected newly hired non-teaching personnel, Program Management Team (PMT), and Technical Working Group (TWG).
3. All Section/Unit/Office Heads in the Schools Division Office shall present the salient points of their **REGISTERED PROCESSES** to be prepared by the Knowledge Management Team (KMT). Please refer to enclosure for the presentation flow and the list of participants.
4. Meals of the participants shall be charged to **Division MOOE** while the accommodation and transportation of the school leaders/non-teaching personnel shall be charged to **School MOOE/local funds** subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is earnestly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

sgodhrd/06/17/2026



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Enclosure No. 1 to DM No. 0567, s. 2026

**FLOW OF THE REORIENTATION ON ONE DEPED ONE QMS CUM CASCADING OF PROCESSES**

**DAY 1: June 24, 2026**

8:00-8:30	PRELIMINARIES-AVP
Suggested Time Allotment	TOPIC
8:30-10:30 – 2hrs	Reorientation On ISO Awareness
10:30-11:00	AM Snacks
11:00-11:30- 30 minutes	ASDS Processes
11:30-12:00 – 30 minutes	Accounting Section Processes
12:00-1:00	Lunch Break
1:00-1:30 – 30 minutes	Administrative/General Services Section Processes
1:30-1:50 – 20minutes	Budget Section Processes
1:50-2:15- 25 minutes	Cash Section
2:15-2:45- 30 minutes	Supply Section
2:45-3:15	PM Snacks
3:15-3:45- 30 minutes	QMS Teams (RMT & QWT)
3:45-4:15- 30 minutes	QMSTeams (KMT & TAT)
4:15-4:40-25 minutes	HRDS Processes
4:40-5:00 20 minutes	Procurement

**DAY 2: June 25, 2026**

8:00-8:30	PRELIMINARIES-AVP
8:30-9:45 – 75 minutes	CID Processes
9:45-10:00 -15 minutes	AM BREAK
10:00-10:20- 20 minutes	ICT Processes
10:20-11:00 – 40 minutes	Record Section Processes
11:00-11:20 -20 minutes	Legal Section Processes
11:20-11:35 – 15 minutes	Health
11:35- 12:00 25 minutes	QMS Teams (IQA)
12:00-1:00	Lunch Break
1:00-1:30- 30 minutes	Personnel Section Processes
1:30-2:00 - 30 minutes	Planning and Research Section Processes
2:00-2:30 – 30 minutes	Education Facilities Section Processes
2:30-3:00 – 30 minutes	Social Mobilization and Networking Processes/DRRM
3:00-3:25 – 25 minutes	SMME Section Processes
3:20-3:30 - 10 minutes	YFS
3:30-4:00- 30 minutes	QMR
4:00-4:30- 30 minutes	SGOD - EPS



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**List of Participants**

No.	Name (FIRST NAME, M.I, SURNAME)	DESIGNATION
1	Dr. Rommel C. Bautista	Schools Division Superintendent
2	Dr. Roselyn Q. Golfo	Asst. Schools Division Superintendent
3	Dr. Lorena S. Walangsumbat	OIC-Asst. Schools Division Superintendent
4	Dr. Aris S. Barrago	OIC-Asst. Schools Division Superintendent
5	Dr. Walter F. Galarosa	OIC-CID Chief
6	Dr. Juanito A. Merle	QMR/SGOD Chief/PMT
7	Fernando T. Seño	RMT Lead/Education Program Supervisor
8	Jee-Ann Borines	KMT Lead/ Education Program Supervisor
9	Michelle G. Duma	IQAT Lead/SEPS-SMME
10	Maria Dolores D. Atienza	QWT Lead/ AOV
11	Regina V. Marino	TAT Lead/SEPS-HRDS/PMT
12	Raul R. Agaran	PMT
13	Mary Joyce Montana	PMT
14	Liezl Alcalá	QMS Secretariat
15	Leah A. Perez	TWG/Registration
16	Jemaica Alvarez	TWG/Documentation
17	Raymond Q. Nieva	TWG/Documentation
18	Michaela F. Zoleta	TWG/EMCEE
19	Paul Justine Zoleta	M & E
20	Dianne Maricar Galang	Nurse
21	Clarissa L. Escudero	Nurse
	<b>Process Owner</b>	<b>Section/Unit/Position</b>
22	Catherine A. Pureza	AO V/Budget Officer
23	Shiela E. Javen	AO IV/Cashier
24	Hilariona E. Coronado	AO IV/ Procurement Officer
25	George D. Aguila	AO IV/ Supply Officer
26	Sherelyn O. Pardilla	AO IV/ records Officer
27	Wennie O. Gaela	AO IV/ HRMO II
28	Atty. Rexcia Maria B. Baldeo	Attorney III
29	Edmundo R. Marin Jr.	Accountant III
30	Wilbert Porteza	ITO 1
31	Paul Clifford Marquez	SEPS – SMN
32	Arvin Repaso	Program Development Officer III
33	Daniel Hutamares	Engineer III



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35	Ma. Teresa M. Abella	OIC-Medical Officer III
36	Dr. Jose Macario V. Patiño	Dentist II
37	Mark Angelo Tiusan	PDO I
38	Maria Bernadit Tupas	SEPS-Rscarch
39	Ronnjemmele A. Rivera	CID-Librarian II
40	Noeme Ferrancullo	Inspectorate – TWG
41	Heide H. Gabriel	Division Nurse
42	Carla Jobelle J. Culajara	TAT Member
43	Sielo Maureen S. Deveza	TAT Member
44	Rommel T. Oczon	TAT Member
45	Abner L. Pureza	TAT Member
46	Maria Dylin S. Garcia	TAT Member
47	Carmela Ezzel A. Orogo	TAT Member

	<b>District</b>	<b>Name</b>	<b>School</b>
1	AGDANGAN	JOSELITO J. AYAG	BINAGBAG INTEGRATED HIGH SCHOOL
2	Alabat	GEUS DEUNAR N. DECLARO	CB ENCARNADO IS
3	Alabat	LECERIO F. DEL MORO, JR.	ANGELES CAGLATE INTEGRATED SCHOOL
4	Atimonan I	RODANTE C. DE CSTRO	Atimonan National Comprehensive High School
5	Atimonan II	JASMIN R. SANIEL	MONTES BALAON ELEMENTARY SCHOOL
6	Atimonan II	REDENTOR M. CASINILLO	Magsaysay Elementary School
7	BUENAVISTA I	JHONA LIZA S. OBNAMIA	SAN VICENTE ELEMENTARY SCHOOL
8	BUENAVISTA I	REYGAN L. LAZO	BAGONG SILANG ELEMENTARY SCHOOL
9	Buenavista II	LIZA M. ZAMORA	San Diego ES
10	Buenavista II	MARLON M. MAGYAYA	SAN PEDRO NATIONAL HIGH SCHOOL
11	BURDEOS	RIGOBERTO.B. NIVERIO	CALUTCOT INTEGRATED SCHOOL
12	CANDELARIA EAST	MA. THERESA A. FORNEL	Masalukot IV Elementary School
13	CANDELARIA WEST	GILBERT M. DE ALDAY	ATTY. CELSO M. REYES INTEGRATED NATIONAL HIGH SCHOOL
14	Catanauan I	PRINCESS C. MERCA	SAN JOSE NATIONAL HIGH SCHOOL
15	Catanauan II	CECILE B. VILLARAMA	MANUEL UY EK LIONG ELEMENTARY SCHOOL
16	Catanauan II	ISABEL P. ROGEL	San Vicente Kanluran National High School



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17	Catanauan II	JOANNA MARIE O. ANGULO	Ireneo L. Comiso Elementary School
18	Catanauan II	REYNALYN V. DE GALA	Sta. Maria Dao Elementary School
19	Catanauan II	RUEL B. LOVERIA	Matandang Sabang National High School
20	DOLORES	MARISSA B. FONTANILLA	Don Eulogio Capino ES Annex
21	Gen Luna	JAYAR S. DEFEO	San Isidro National High School
22	Gen Luna	JOHN JOHN P. ROCHA	San Nicolas Integrated School
23	Gen Luna	JULIE ANN C. FIGUERRA	BACONG IBABA ELEMENTARY SCHOOL
24	Gen Luna	LEDIZA P. HUTALLA	SAN VICENTE ELEMENTARY SCHOOL
25	GEN NAKAR II	BELYGEAN A. AVENO	CYNTHIA VILLAGE ELEMENTARY SCHOOL
26	Guinayangan South	CARLO B. DEJAN	NABANGKA NATIONAL HIGH SCHOOL
27	Lopez West	BERNADETTE B. RONQUILLO	Dao National High School
28	Macalelon	RAFAEL C. RAMOS JR.	Calantas National High School
29	MAUBAN NORTH	MILDRED S. VILLAMAYOR	Mauban North Elementary School II 108895
30	MAUBAN NORTH	ROSELLA R. CALUBAYAN	SWA Elementary School
31	MAUBAN SOUTH	CATHERINE MAY M. MANUBA	Cagbalete 2 Elementary School
32	MAUBAN SOUTH	ROLANDO L. ESCARDA JR	Cagsiay 3 National High School
33	Mulanay I	JOEY O. BALAGUER	ILAYANG CAMBUGA ELEMENTARY SCHOOL
34	Mulanay I	MIEL M. PINEDA	LATANGAN ELEMENTARY SCHOOL
35	Mulanay I	MILDRED P. CANCERAN	BURGOS INTEGRATED HIGH SCHOOL
36	Mulanay I	WILDA O. EXCONDE	Santa Rosa ES
37	Mulanay II	MARVIN RICAFORT RODIL	PAKIING ELEMENTARY SCHOOL
38	Mulanay II	NORBERTO M. PEÑAREDONDA	Patabog ES
39	PAGBILAO I	ELIZABETH F. GUTIERREZ	MAPAGONG - ALUPAYE ELEMENTARY SCHOOL
40	PAGBILAO I	PAULA G. ALEJANDRO	Bantigue Elem. School
41	POLILLO	JILKY I. BOSQUE	SABANG ELEMENTARY SCHOOL



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42	REAL	FRANZEN M. TANIEGRA	MARAGONDON ELEMENTARY SCHOOL
43	SAMPALOC	MARIA TERESA M. LUCILA	Sampaloc Elementary School II - Greenhills
44	SAMPALOC	MYLA V. COMBALICER	SAMPALOC NATIONAL.HIGH SCHOOL
45	San Andres	JONATHAN CESAR A. MENDOZA	EMILIO V. QUIZON NATIONAL HIGH SCHOOL
46	San Andres	MARELOU A. CANALES	Pansoy Elementary School
47	San Andres	MARY JOY C. FOLLERO	TAMNAO ELEMENTARY SCHOOL
48	San Andres	MAUREEN P. QUILAPIO	Inanuran Elementary School
49	San Andres	PHELMORE P. BUERANO	Tala Elementary School
50	San Andres	RONALD N. SANIEL	TALISAY ELEMENTARY SCHOOL
51	San Andres	SANDRA V. REPASO	CAMFLORA ELEMENTARY SCHOOL-ANNEX
52	SAN ANTONIO	BELETA E. ORIAS	Sampaga Elementary School
53	SAN ANTONIO	CRISTOPHER M. DE OCAMPO, PhD	DEL VALLE ELEMENTARY SCHOOL
54	SAN ANTONIO	Gindra R. Perez	Bulihan Elementary School
55	SAN ANTONIO	RIVINE PISIGAN SIBULO	Domingo M. Isabedra Memorial Elementary School
56	SAN ANTONIO	SHERLY O. DE GUZMAN	JUANITO C. WAGAN INTEGRATED NATIONAL HIGH SCHOOL
57	San Francisco I	MA. DECERINEL T. UDUENI	LOOK AWASAN ELEMENTARY SCHOOL
58	San Francisco II	MINDA E. ALVISO	Madagoldol Integrated School
59	Tagkawayan I	MARK ANTHONY L. TABUNAN	Kinatakutan Elementary School
60	Tagkawayan I	REGINA D RODRIGUEZ	Cabibihan Elementary School
61	Tagkawayan II	MARCOS P. LOPEZ	MAPULOT NATIONAL HIGH SCHOOL
62	TIAONG I	DAISY A. AGUILAR	Ayusan Elementary School
63	TIAONG I	Edwin P. De Castro	Aquino Elementary School
64	TIAONG I	ERWIN P. DEL ROSARIO	TAMISIAN ELEMENTARY SCHOOL
65	TIAONG I	FLORENCIO A. MATUNDAN JR	BULA ELEMENTARY SCHOOL
66	TIAONG I	MONA LIZA S. TRINIDAD	LALIG ELEMENTARY SCHOOL
67	TIAONG I	VALENTINA R. DEL MUNDO	Lalig NHS



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68	TIAONG II	MARIETA R. BAWAL	San Juan Es
69	TIAONG II	ANA D. ARANDIA	Talisay Integrated School
70	UNISAN	REYNALDO D. DELOS REYES	Bienvenido S. Lat ES
71	SDO	ETHEL ROSE BELE	Procurement
72	SDO	RONETH R. PIONILLA	Accounting
73	SDO	MARK ROE M. ERMERNA	Accounting
74	SDO	JOAN D. ALPUERTO	Accounting
75	SDO	MARINEL I. OBMERGA	ASDS
76	PADRE BURGOS	SHARON A. AMAN	Danlagan NHS
77	SAMPALOC	MHABETH L. VILLAMENA	Sampaloc NHSCATA
78	CALAUAG WEST	REXIE L. ESPAÑOLA	Sabang ES
79	MULANAY I	MA. JESSA P. DE LAS ALAS	Bagupaye ES
80	MULANAY II	JULIUS M. MORADA	Ibabang Yuni ES
81	UNISAN	JAYVEE A. LAURIO	Panaon ES
82	MACALELON	SHARISSE V. ALCANTARA	Mabini Ibaba ES
83	TIAONG II	ADRIAN V. GARCIA	Lusacan NHS
84	GUINAYANGAN SOUTH	ELOISA V. LAGAS	Dunagawan NHS
85	CANDELARIA EAST	HARTHWEL R. ILUSTRE	Dolores Macasaet NHS
86	CANDELARIA WEST	MEL JOIE O. BALDOZ	Candelaria ES-Main
87	PAGBILAO II	JOHN KEMUEL A. POBEDA	Pagbilao Grande NHS
88	MULANAY I	GENELYN A. PINEDA	Bondoc Peninsula Agricultural HS
89	CALAUAG WEST	MARIA LOURDES A. SAWIT	Sto. Domingo NHS
90	UNISAN	GIANN M. DE TOBIO	Pocotol ES
91	POLILLO	CAMILLE Z. MILLA	Polillo NHS
92	CATANAUAN I	MA. ANGELICA N. OBNIALA	San Roque NHS
93	PITOGO	JERIC T. NEDIA	Pitogo Community HS
94	MACALELON	JAYSON R. HUTALLA	Olongtao NHS
95	SAN FRANCISCO I	JOHN DANWEL R. MARASIGAN	Mabuhay ES
96	PANUKULAN	CLINT P. DELOS SANTOS	Pandan ES
97	PANUKULAN	RON RON N. SOLLEZA	Rizal ES
98	CATANAUAN II	MIGUEL C. CUETO	Estanislao Perlas NHS
99	SARIAYA WEST	MAICA E. MANONGSONG	Gov. Anacleto C. Alcala NHS
100	CALAUAG WEST	LORAIN HAZEL L. LUVITO	Lagay NHS
101	GENERAL LUNA	SIMPLICIO R. FUGUERRA	General Luna CS
102	SAN ANDRES	MILDRED L. MACALAGLAG	San Andres NHS



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103	ALABAT	ARNOLD L. VILLANUEVA	Alabat Central ES
104	JOMALIG	JENNYLYN M. MALABUNGA	Jomalig NHS
105	PAGBILAO II	DAISY A. CATAPANGAN	Sil. Malicboy NHS
106	MAUBAN SOUTH	PAULINE A. LAURELES	Cagbalete Island NHS
107	MACALELON	JAY BRYAN T. DE GALA	Calantas NHS
108	PITOGO	BRETT ELY B. CHING	Pitogo Communiity HS
109	MACALELON	MICHAEL L. PARREÑO	Macalelon CS



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