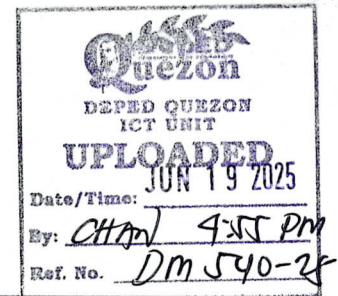




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 June 2025

DIVISION MEMORANDUM
DM No. 540, s. 2025

**REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO PROCESSES-
Batch 1**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. The Schools Division of Quezon, in its desire to continuously improve its program and services, will hold a **REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO PROCESSES** on June 23-24, 2025 at M.I. Sevilla's Resort Brgy. Domoit Lucena City.
2. The activity shall be participated by elementary & secondary school heads including the SDO Process Owner.
3. All SDO Process Owner shall present the salient points of their **REGISTERED PROCESSES** to be prepared by the Knowledge Management Team (KMT). Please see the attached flow of presentation and lists of participants.
4. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgodhrra/06/17/2025

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Enclosure No. 1

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

DAY 1: June 23, 2025

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 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

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DAY 2: June 24, 2025

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 (RMT & 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	SME Section Processes
3:20-3:30 - 10 minutes	YFS
3:30-4:00- 30 minutes	QMR

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Lists of Participants

No.	Name	District
1	Agrifina A. Capistrano	Mauban
2	Aireen P. Luzares	San Andres
3	Albert D. Sarmiento	Sariaya West
4	Albert P. Mercado	San Narciso II
5	Alberto M. Canalas	Tiaong 2
6	Ali V. Telada	Mulanay 2
7	Alvin E. Agrao	Buenavista II
8	Andrew A. Tarronas	San Andres
9	Arcelyn O. Somodio	Mulanay District 1
10	Arnel E. Tinamisan	Sariaya West District 1
11	Arnielyn B. Caparros	District IV
12	Arnold T. Baldevia	San Narciso I
13	Alvin A. Villare	Mulanay District II
14	Augustine S. Gonzales	Tagkawayan I
15	Berma R. Barreno	Gumaca West
16	Cammelle M. Bautista	Tiaong I
17	Carina C. Abandia	Candelaria East District
18	Catherine A. Mendoza	General Nakar I
19	Charlene P. Anda	Tagkawayan II
20	Cherie Lou A. Dedase	Plaridel District
21	Christine C. Fulay	General Nakae I

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22	Christopher R. Café	Guinayangan
23	Cielito P. Dapula	Guinayangan South
24	Czariza Mariel M. Ayala	Padre Burgos
25	Domingo B. Azoque Jr.	General Nakar 2
26	Eduardo B. Sario Jr.	Quezon District
27	Eduardo M. Collado	Quezon
28	Edwin P. De Castro	Tiaong I
29	Elaine M. Medina	Mulanay I
30	Eliza C. Carios	Lopez West
31	Eliza D. Melinas	Mauban South
32	Eric V. Mornaol	San Andres
33	Erma C. Arcaida	Sariaya West District
34	Estelita L. Ana	Macalelon
35	Iel Z. Ebina	Sariaya West
36	Financiel D. Mendoza	Lopez West
37	Flor A. Arena	Quezon
38	Flora May M. Declaro	Tiaong I
39	Guadalupe C. De Jesus	Tiaong I
40	Harold C. Tayactac	General Luna
41	Hystenly B. Leynes	Padre Burgos
42	Ireen M. Marasigan	Candelaria West District
43	Jahzeel J. Entoma	Perez
44	Janine M. Galvan	Mauban South

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45	Janette M. Panoso	Lopez West
46	Jenny E. Venezuela	Lopez West
47	Jerica B. Japor	General Nakar District 2
48	Jerson D. Jolo	Dolores
49	Jesabeth C. Endaya	Tagkawayan I
50	Jesica L. Marvida	Mulanay District I
51	Jessa C. Marquez	Catanauan II District
52	Joel S. Pait	Tagkawayan District II
53	John C. Chua	Sariaya West District
54	Jorge A. Quizana	Mulanay 2
55	Juluis S. Pera	Calauag West
56	Laarni S. Belleza	Buenavista 2
57	Laverne C. Tarubal	Sampaloc
58	Lodeth Catherine L. Puertollano	Mauban South
59	Lorelyn A. Cayabat	San Narciso District 1
60	Lorna A. Abcede	Mauban South
61	Ma. Cristina C. Magpantay	Guinayangan South
62	Ma. Glena Alteza Obuyes	General Nakar 2
63	Ma. Teresa T. Mago	Mauban South District
64	Mae Airish J. Casires	Dolores
65	Maria Aileen S. Solleza	Panukulan
66	Maria Madelene E. Tan	Lopez East
67	Maribel T. Mapaye	Plaridel

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68	Marilyn O. Ormacido	Mulanay I
69	Marita E. Resurreccion	Sariaya West
70	Marites A. Eslabon	Tiaong I
71	Mark Anthony R. Marano	Calauag East
72	Maroon R. Romano	Catanauan 2
73	Mary Joy C. Follero	San Narciso 2
74	Miah Christine S. Flavie	Gumaca East
75	Mildred R. Muhi	San Narciso I
76	Minerva C. Luna	Quezon
77	Miriam C. Frondoza	Catanauan II
78	Monroe L. Obuyes	Infanta
79	Myren G. Remo	Lopez
80	Phil Christian A. Merino	Mulanay I District
81	Princess C. Merca	Catanauan
82	Priscila R. Mortiz	Panukulan
83	Ramil A. Borredo	Infanta
84	Ramonto O. Elumbaring	Dolores
85	Raymond S. Abinales	Candelaria East
86	Rey Mark R. Baby	Mulanay 2
87	Rhealou B. Adriano	Dolores
88	Richard G. Del Mundo	Candelaria
89	Ricka L. Pita	Tiaong I
90	Riza B. Ramos	Dolores

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91	Rodel D. Briones	Candelaria East
92	Ronel F. De Jesus	Tiaong II
93	Rosalia F. Castro	Quezon District
94	Rowena B. Manzano	Mulanay 2
95	Ryus P. Cruz	Tiaog 2
96	Mary Grace A. Serrano	Polilio
97	Shiela Marie D. Dano	Catanauan I
98	Teresa J. Amano	San Narciso II
99	Vanessa P. Libranda	General Luna
100	Victoria N. Seno	Mulanay I
101	Yasmin G. Montilla	San Francisco 2

No.	Name	District
102	Renante A. Verzo	Burdeos
103	Dennes R. Lagrimas	Infanta
104	Stella Castilla	Mauban
105	Edwin B. Calong	Mauban
106	Alaida A. Remoroza	Panukulan
107	Mylene Ayuma	Patnanungan
108	Michelle Solis	Jomalig
109	Gilbert J. Rogado	Polilio
110	Rhienald V. Rivera	Real
111	Luningning B. Maderazo	Candelaria

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112	Gilbert C. Alva	Dolores
113	Francisca Bilog	Dolores
114	Lina O. Flores	San Antonio
115	Erwin P. Del Rosario	Tiaong
116	Ariel A. Arena	Buenavista
117	Joseph Presly R. Labaguez	General Luna
118	Danilo De La Cruz	Macalelon
119	Nemesia Ritardo	Padre Burgos
120	Rosalyn L. Zaballero	Agdangan
121	Eloisa Castillo	Pitogo
122	Evelou Escosia	Pitogo
123	Carmen F. Valdoria	San Andres
124	Liza T. Rodillas	Alabat
125	Gerry A. Grimaldo	Atimonan
126	Danilo M. Malijana	Atimonan
127	Elena D. Lizano	Calauag
128	Arlene A. Carrios	Guinayangan
129	Marissa Rutor	Gumaca
130	Gerry A. Grimaldo	Gumaca
131	Kim Mathew L. Valdez	Perez
132	Carina Jamilano	Plaridel
133	Thelma Manalo	Tagkawayan

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No.	QMS Team	Designation
134	Dr. Juanito A. Merle	QMR/SGOD Chief
135	Dr. Fernando T. Seño	RMT Lead / Education Program Supervisor
136	Jee-Ann O. Borines	KMT Lead / Education Program Supervisor
137	Marbin Jeramil D. Fragata	IQAT Lead / Planning Officer III
138	Dr. Michelle G. Duma	QMS Secretariat Lead / SEPS-SMME
139	Maria Dolores D. Atienza	QWT Lead / Administrative Officer V
140	Dr. Regina Marino	TAT Lead / SEPS - HRDS
141	Maribeth D. Fragata	QMS Secretariat

No.	Process Owner	Section / Unit / Position
142	Dr. Venus T. Balmedina	Assistant School Division Superintendent
143	Dr. Lorena S. Walangsumbat	CID - Chief Education Supervisor
144	Catherine A. Pureza	AO V/Budget Officer III
145	Shiela Javen	AO IV/Cashier
146	Hilariona E. Coronado	AO IV/Procurement Officer
147	George D. Aguila	AO IV/Supply Officer
148	Sherelyn O. Pardilla	AO IV/Records Officer
149	Wennie O. Gaela	AO IV/ HRMO II
150	Atty. Rexcia Maria B. Baldeo	Attorney III
151	Edmundo R. Marin, Jr.	Accountant III

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152	Wilbert Porteza	ITO I
153	Paul Clifford Marquez	SEPS - SMN
154	Arvin Repaso	Project Development Officer III
155	Gian Carlo Pardilla	Technical Assistant IV
156	Dr. Marie Antoinette A. Tesalona	Medical Officer III
157	Dr. Jose Macario V. Patiño	Dentist II
156	Mark Angelo Tiusan	PDO I
158	Dr. Maria Bernadit Tupas	SEPS-RESEARCH
159	Ronnjemmele A. Rivera	CID LR – Librarian II
160	Leah A. Perez	TWG/Registration
161	Jessica C. Mendoza	TWG/Registration
162	Michaela H. Formalejo	TWG/Emcee

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