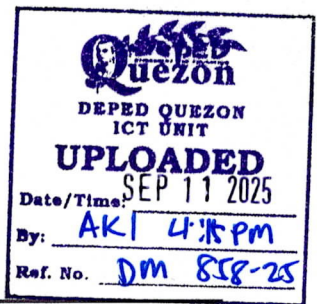




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2025

DIVISION MEMORANDUM
DM No. 858, s. 2025

**REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO
PROCESSES - BATCH 2**

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 live out **REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO PROCESSES** on September 16-17, 2025 at M.I. Sevilla's Resort Brgy. Domoit Lucena City.
2. All SDO Process Owner shall present the salient points of their **REGISTERED PROCESSES** to be prepared by the Knowledge Management Team (KMT).
3. This live out activity shall be participated by elementary & secondary school heads including the SDO Process Owner. Please see attached flow of presentation and list of participants.
4. The first meal to be served is morning snacks on Day 1 while the last meal to be served is afternoon snacks on Day 2.
5. Travel expenses and other related incidental costs which may be incurred by the participants to the said activity shall be charged to their respective Division /School MOOE/local funds subject to the usual accounting and auditing rules and regulations.

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6. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgodhrd/09/10/2025

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Enclosur No. 1

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

DAY 1: September 16, 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: September 17, 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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List of Participants

No.	Name (FIRST NAME, M.I, SURNAME)	District
1	Roderick A. Reyes	Dolores
2	Dennis T. Dimaculangan	Tiaong I
3	Guillermo Orogo	Tiaong II
4	Julietta B. Apin	Candelaria
5	Maria E. Cantos	Candelaria
6	Marivi D. Ladines	Sampaloc
7	Clariza Lourdez F. Malveda	San Antonio
8	Michael V. Abericia	Lucban
9	Gerry V. Sanggalang	Sariaya West
10	Reynante M. Velasco	Atimonan
11	Jenny E. Venzuela	Lopez
12	Princess Sevilla	Sariaya West
13	Vanessa P. Libranda	Genral Luna
14	Rosella Hernandez	Padre Burgos
15	Mildred S. Villamayor	Mauban
16	Jayson Barsana	Catanauan
17	Laverne Taruba	Sampaloc
18	Aden E. Velan	San Francisco
19	Clinton Jay Medina	Pitogo
20	Alvin Mark De Jesus	Pitogo
21	Daisy Zamora	Gumaca East
22	Eraiza Forbes	General Luna
23	Joyce Dela Torre	Catanauan
24	Elmar Guiruela	Lopez
25	Mariane Maglalang	Lucban
26	Merlyn Banayo	Dolores
27	Airine Idea	Macalelon
28	Clara Mae Mirabal	Lopez
29	Wendell R. Nañagas	Mulanay
30	Margarita A. Rodrigo	Candelaria
31	Patricia A. Moncada	Tiaong
32	Rosella R. Calubayan	Mauban
33	Ronnie A. Barrera	Sariaya
34	Paula G. Alejandro	Pagbilao
35	Elizabeth F. Gutierrez	Pagbilao
36	Marietta Bawal	Tiaong
37	Susan B. Luna	Mulanay
38	Adelia A. Panotes	Guinayangan
39	Amelia P. Laraya	San Antonio

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40	Susana Maaño	Catanauan
41	Cenoma Tamayo	Candelaria
42	John E. Del Rosario	Gumaca
43	Irene S. Alpuerto	Padre Burgos
44	Josephine B. Mallopa	Tagkawayan
45	Sherre Ann C. Topacio	Pitogo
46	Azenith M. Medina	San Antonio
47	Bryan Jose D. Tierra	Gumaca
48	Jeannette A. Poblete	Real
49	Alejandro p. Zoleta	San Andres
50	Rhea C. Maraver	Lopez
51	Albert C. Escobar	Tagkawayan
52	Arlene M. Diamante	Tiaong
53	Manuel E. Leonor	Calauag
54	Rowena A. Valencia	Lopez
55	Syril L. Imperial	General Luna
56	Dorren M. Villanueva	Panukulan
57	Allen Lee Sual	Buenavista
58	Hjalmar H. Zacarias	Infanta
59	Frankie S. De Torres	Atimonan
60	Jefferson L. Dizon	Tiaong
61	Winston B. Mendoza	San Francisco
62	Maria Leonora A. Dimaano	Candelaria East
63	Lucia G. Rogel	Pitogo
64	Maria Lorena Regalia	Mulanay
65	Jenny R. Sister	Macalelon
66	Sheila M. Reyes	Mulanay
67	Fernando A. Patacsil	Agdangan
68	Gina A. Avellaneda	Panukulan
69	Jhon Angelo J. San Pedro	Guinayangan
70	Jessie A. Bonillo	Catanauan
71	Charlene P. Anda	Tagkawayan
72	Joel S. Pait	Tagkawayan
73	Maria Teresa J. Alvasan	San Francisco
74	Al A. Laurio	Atimonan
75	Karren P. Villapando	San Andres
76	Princess Joy S. S. Mengua	Padre Burgos
77	Rodolfo P. Asia	Burdeos
78	Juanito V. Binasa	Quezon
79	Aldrelyn B. Sale	San Narciso
80	Jobert M. Beltran	Mulanay
81	Evalyn G. Arroyo	Panukulan
82	Lino P. Mabilin	Gen Luna

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83	Anabella V. Razona	Lopez
84	Novelinda A. Panganiban	Candelaria
85	Roniel M. Florante	Real
86	Arnold T. Baldevia	San Francisco
87	Susana B. Caldon	Sariaya
88	Sherwin Inofre	Calauag
89	Lyn D. Verdadero	Calauag
90	Jeric P. Olpindo	Buenavista
91	Wendelyn M. Funtilar	Lopez
	QMS Team	Designation
92	Dr. Juanito A. Merle	QMR/SGOD Chief
93	Fernando T. Seño	RMT Lead/Education Program Supervisor
94	Jee-Ann Borines	KMT Lead/ Education Program Supervisor
95	Dr. Michelle G. Duma	IQAT Lead/SEPS-SMME
96	Maria Dolores D. Atienza	QWT Lead/ AOV
97	Dr. Regina V. Marino	TAT Lead/SEPS-HRDS
98	Maribeth D. Fragata	QMS Secretariat
	Process Owner	Section/Unit/Position
99	Dr. Roselyn T. Golfo	Assistant Schools Division Superintendent
100	Dr. Walter F. Galarosa	CID- OIC Chief Education Program Supervisor
101	Catherine A. Pureza	AO V/Budget Officer
102	Shiela E. Javen	AO IV/Cashier
103	Hilariona E. Coronado	AO IV/ Procurement Officer
104	George D. Aguila	AO IV/ Supply Officer
105	Sherelyn O. Pardilla	AO IV/ records Officer
106	Wennie O. Gaela	AO IV/ HRMO II
107	Atty. Rexcia Maria B. Baldeo	Attorney III
108	Edmundo R. Marin Jr.	Accountant III
109	Wilbert Porteza	ITO 1
110	Paul Clifford Marquez	SEPS – SMN
111	Arvin Repaso	Program Development Officer II
112	Daniel Hutamares	Engineer III
113	Dr. Marie Antoinette A. Tesalona	Medical Officer III
114	Dr. Jose Macario V. Patiño	Dentist II
115	Mark Angelo Tiusan	PDO I
116	Dr. Maria Bernadit Tupas	SEPS-Research
117	Ronnjemmele A. Rivera	CID-Librarian II
118	Leah A. Perez	EPS II/ TWG-Registration
119	Ralph E. Gallardo	COS/TWG
120	Michaela H. Formalejo	EMCEE

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