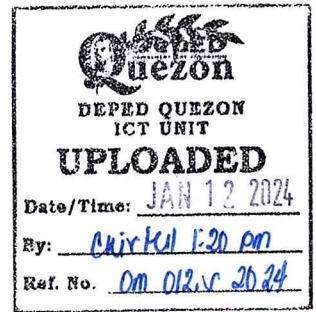




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



10 JANUARY 2024

OFFICE MEMORANDUM
 OM No. 012, s. 2024

DESIGNATION OF RISK MANAGEMENT TEAM (RMT) MEMBERS

To : Division Officials and Employees

Pursuant to DepEd Order No. 009, s. 2021, INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION dated February 24, 2021, the following personnel are hereby designated as members of the Risk Management Team (RMT) of the Schools Division of Quezon:

Designation	Name	Position
Team Leader	Elizabeth M. De Villa	SGOD Chief
Asst. Team Leader	Oscar R. Duma, Jr.	SEPS
Members	Marbin Jeramil D. Fragata	Planning Officer III
	Lorena S. Walangsumbat	CID Chief
	Maria Dolores D. Atienza	Administrative Officer V
	Catherine A. Pureza	Budget Officer III
	Floriciel R. Lagos	Administrative Assistant III
	Jacqueline D. Nuyda	Administrative Assistant III
	Sherelyn O. Pardilla	Administrative Officer IV
	Michelle P. de Mesa	Administrative Assistant III
	Danica May J. dela Cruz	Administrative Assistant III
	Ma. Teresita M. Abella	Nurse II

The members of the Risk Management Team shall have the following responsibilities:

- Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
- Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;
- Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;

DEPEDQUEZON-TM-SDS-04-010-005



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 (042) 784-0391, (042) 784-0321



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- d. Provide feedback and update to the QMR on the status of risk assessment and action plans;
- e. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
- f. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.

Dissemination of this Office Memorandum is hereby enjoined.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



qms-qmr/jam/01/10/2024

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