



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

April 5, 2021

OFFICE MEMORANDUM  
OM No. 034, s. 2021

**DESIGNATION OF QUALITY MANAGEMENT SECRETARIAT MEMBERS**

To : Division Officials and Employees

1. 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 Quality Management Secretariat of the Schools Division of Quezon:

Name	Designation	Functional Division/Section/Unit/Office
Michelle G. Duma	Member	SGO-HRD
Raymund Peñaverde	Member	SDS-ACC
Akimi Therese Asano	Member	SGO-PER
Mary Joyce P. Salamat	Member	SGO-SMN
Kristoffer O. Oineza	Member	SDS
Anna Jean M. Ogerio	Member	SDS-ASDS
Sarah Lynn V. Diala	Member	SDS

2. The members of the Quality Management Secretariat have the following responsibilities:
- Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
  - Provide technical and administrative support to successfully implement the QMS;
  - Coordinate QMS-related activities in their respective offices;
  - Collaborate with and assist the QMS Teams on their efforts for continuous improvement of QMS;
  - Facilitate the delivery of specific outputs in line with the QMS;
  - Assist the QMR in communicating with external parties on QMS-related matters; and
  - Provide feedback and updates on QMS-related matters to the QMR.

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3. Dissemination of this Memorandum is hereby enjoined.

**ELIAS A. ALICAYA JR. EdD**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



qms-qmr/jam/04/05/2021

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