



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

April 5, 2021

OFFICE MEMORANDUM  
OM No. 016, s. 2021

**DESIGNATION OF QMS INTERNAL QUALITY AUDIT TEAM (IQAT) 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 QMS Internal Quality Audit Team (IQAT) of the Schools Division of Quezon:

Name	Designation	Functional Division/Section/Unit/Office
1. Raul R. Agaran	Team Leader	SGOD
2. Rejulios M. Villenes	Member	CID-IMS
3. Lorena S. Walangsumbat	Member	CID-IMS
4. Elizabeth M. de Villa	Member	SGOD
5. Celestina M. Alba	Member	CID-IMS
6. Walter F. Galarosa	Member	CID-IMS
7. Fernando T. Seño	Member	CID-IMS
8. Joseph E. Jarasa	Member	CID-IMS
9. Juanito A. Merle	Member	CID-IMS
10. Joan Alejaida R. Mauhay	Member	CID-IMS
11. Asuncion C. Ilao	Member	CID-IMS
12. Gilbert C. Alva	Member	SGOD
13. Marbin Jeramil D. Fragata	Member	SGOD
14. Maria Rosario C. Camilon	Member	SGOD
15. Michelle G. Duma	Member	SGOD
16. Mary Joyce P. Salamat	Member	SGOD
17. Regina V. Marino	Member	SGOD
18. Arvin V. Zeta	Member	SDS-ADM

DEPEDQUEZON-TM-SDS-04-010-004



*"Creating Possibilities, Inspiring Innovations"*

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Name	Designation	Functional Division/Section/Unit/Office
19. Brandon E. de Mesa	Member	SDS-ACC
20. Carleen D. Aguila	Member	SGOD
21. Maria Dolores D. Atienza	Member	SDS-ADM
22. Wilbert B. Porteza	Member	SDS-ICT
23. France Joyce Tabordan	Member	SDS-ACC

2. The members of the QMS Internal Quality Audit Team have the following responsibilities:
- Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;
  - Undergo training on ISO 19011 (Guidelines for Auditing Management System);
  - Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;
  - Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;
  - Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement potential non-conformities, and non-conformities raised during the Internal Quality Audits; and
  - Provide the findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as an input to the Management Review.
3. Dissemination of this Memorandum is hereby enjoined.

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

Quezon  
DEPED - QUEZON  
ICT UNIT  
**UPLOADED**  
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