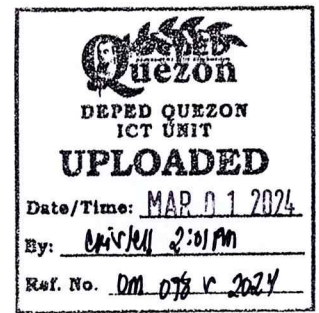




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 February 2024

OFFICE MEMORANDUM
OM No. 078, s. 2024

**WORKSHOP ON THE PREPARATION OF OPERATIONS MANUAL
PER FUNCTIONAL DIVISION**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Section Heads
Knowledge Management Team Members
All Others Concerned

Pursuant to DepEd Order 009,s 2021 re: Institutionalization of a Quality Management System (QMS) in the Department of Education, this Division will conduct a **Workshop on the Preparation of Operations Manual per Functional Division** on March 5-8, 2024 at a M.I. Sevilla's Resort, Lucena City.

The said activity aims to equip the participants with knowledge and skills in crafting a comprehensive and user-friendly QMS Operations Manual with a Quality Control Plan relevant to their respective areas of responsibility. They are expected to submit the outputs to the KMT Leader afterwards.

Participants are the Top Management, QMS Team Leaders, CID and SGOD Chiefs, Sections Heads, Education Program Supervisors, Administrative Office V, and KMT Members. Please see the list of the participants in Enclosure No. 1.

This is a live-out training. Participants are expected to be on Day 1 before 8:00AM for the registration while the opening program will commence at exactly 8:30 AM. Please refer to the indicative program of activities in Enclosure No. 2.

Participants are also advised to bring laptop computers, extension wires, and the existing ISO process/es for reference if applicable.

Immediate dissemination of and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

lrmjob/03/01/2024

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 1 to OM 078 s. 2024

LIST OF PARTICIPANTS IN THE PREPARATION OF OPERATIONS MANUAL
March 5 – 8, 2024

TOP MANAGEMENT		
NAME	POSITION	OFFICE
Rommel C. Bautista, CESO V	SDS	OSDS
Joepi F. Falqueza, EdD	ASDS	OSDS
Roselyn Q. Golfo, PhD	OIC-ASDS	OSDS
Venus T. Balmedina, EdD	OIC-ASDS	OSDS

No.	NAME	POSITION	OFFICE
1	Lorena S. Walangsumbat	Chief, CID	CID
2	Elizabeth M. De Villa	Chief, SGOD	SGOD
3	Juanito A. Merle	EPS	CID
4	Maria Dylin S. Garcia	EPS	CID
5	Celestina M. Alba	EPS	CID
6	Walter F. Galarosa	EPS	CID
7	Abner L. Pureza	EPS	CID
8	Joseph Jarasa	EPS	
9	Carmela Ezel A. Orogo	EPS	CID
10	Fernando T. Seno	EPS	CID
11	Jee – Ann O. Borines	EPS	CID
12	Joe Angelo L. Basco	PDO II	CID
13	Ronnjemmele A. Rivera	Librarian II	CID
14	Krisca Anne C. Zaracena	AAVI	CID
15	Raul R. Agaran	EPS	SGOD
16	Arvin P. Repaso	PDO II	SGOD
17	Regina V. Marino	SEPS	SGOD
18	Michelle G. Duma	SEPS	SGOD
19	Oscar R. Duma Jr.	SEPS	SGOD
20	Paul Clifford N. Marquez	SEPS	SGOD
21	Dra. Marie Antoinette A. Tesalona	Medical Officer II	SGOD
22	Marbin Jeramil Fragata	Planning Officer	SGOD
23	Engr. Ramir Arbolente	Division Engineer	SGOD
24	Mary Joyce S. Montaña	EPS II	SGOD
25	Leah A. Perez	EPS II	SGOD
26	Ma. Bernadit Tupas	EPS II	SGOD
27	Ma. Teresa Abella	Nurse II	SGOD
28	Mark Angelo M. Tiusan	PDO I	SGOD
29	Rod Esmerna	AO II	OSDS

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REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

30	Edwin G. Signo	AA VI	SGOD
31	Danica May J. Dela Cruz	ADAS III	SGOD
32	Edmundo R. Marin Jr.	Accountant	OSDS
33	Maria Dolores D. Atienza	AO V	OSDS
34	Catherine A. Pureza	Budget Officer	OSDS
35	Shiela E. Javen	Cashier	OSDS
36	Atty. Rexcia Maria Baldeo	Legal Officer	OSDS
37	Wennie O. Gaela	HRM Officer	OSDS
38	Sherelyn O. Pardilla	Records Officer	OSDS
39	George D. Aguila	Supply Officer	OSDS
40	Hilariona Coronado	Procurement Officer	OSDS
41	Sarah Lyn D. Oczon	AO II	OSDS
42	Marinel I. Obmerga	AAVI	OSDS
43	Rena R. Rodil	ADAS III	OSDS
44	Lorena Abdon	ADAS III	OSDS
45	Maria Rafaela Miguela A. Jimenez	ADAS II	OSDS
46	Connie T. Abulencia	ADAS III	OSDS
47	Christine Alviso	ADAS III	OSDS
48	Jackqueline D. Nuyda	ADAS III	OSDS
49	Cristell Mae M. Suante	AAVI	OSDS
50	Akimi Therese M. Asano	ADAS III	OSDS
51	Angelo S. Raneses	ADAS III	OSDS
52	Michelle P. De Mesa	ADAS III	OSDS
53	Frederick B. Sanchez	AA VI	OSDS
xxxxxxxx Nothing Follows xxxxxxxx			

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Enclosure No. 2 to OM 078 s. 2024

**WORKSHOP ON THE PREPARATION OF OPERATIONS MANUAL
 PER FUNCTIONAL DIVISION**

March 5-8, 2024

	March 5, 2024 Day 1	March 6, 2024 Day 2	March 7, 2024 Day 3	March 8, 2024 Day 4
7:30 a.m. – 8:30 a.m.	Registration	Breakfast Management of Learning (MOL)	Breakfast Management of Learning (MOL)	Breakfast Management of Learning (MOL)
8:30 a.m. – 9:00 a.m.	Opening Program Topic: Crafting of Comprehensive and User- Friendly Operations Manual and Quality Control Plans	Operations Manual Writeshop	Operations Manual Writeshop	Presentation and Appraising of Outputs (Operations Manual of the Three Functional Divisions)
9:00 a.m. – 9:30 a.m.				
9:30 a.m. – 10:00 a.m.				
10:00 a.m. – 10:30 a.m.				
10:30 a.m. – 11:00 a.m.				
11:00 a.m. – 12:00 n.n.	LUNCH BREAK			
12:00 nn – 1:00 p.m.	Introduction Importance Parts Templates Process Technicalities Tips on Effective Writing	(cont..) Operations Manual Writeshop	(cont..) Operations Manual Writeshop	Presentation and Appraising of Outputs (Operations Manual of the Three Functional Divisions)
1:00 p.m. – 1:30 p.m.				
1:30 p.m. – 2:00 p.m.				
2:00 p.m. – 2:30 p.m.				
3:15 p.m. – 4:15 p.m.				
4:15 p.m. – 5:00 p.m.				Closing Program

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