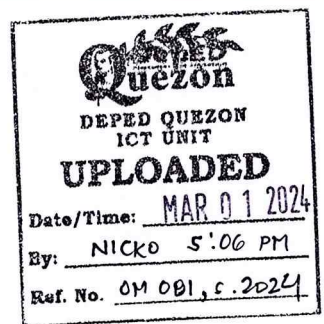




Republic of the Philippines  
**Department of Education**

Region IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE



01 March 2024

**OFFICE MEMORANDUM**

OM No. 001, s. 2024

**ACKNOWLEDGEMENT OF THE REQUEST FOR INCLUSION IN THE QMS TEAMS OF ACCOUNTING SECTION PERSONNEL AND SUBMISSION OF A COMPREHENSIVE LIST OF DIVISION PERSONNEL WITH THEIR DESIGNATED MEMBERSHIP IN THE QMS TEAMS**


**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Quality Management System Representative  
Deputy Quality Management Representative  
Quality Management System Secretariat Leader  
QMS Team Leaders  
All Others Concerned

This memorandum serves to acknowledge the request for the inclusion of Accounting Section personnel in the Quality Management System (QMS) Teams, as detailed in the attached letter of request.

In light of this request, the concerned QMS Team Leaders are hereby directed to facilitate the integration of Accounting Section personnel in the list of QMS Teams. Additionally, this Office urges all Section Heads, Office Heads, and Division Chiefs to furnish the Top Management (TM) and the Quality Management Representative (QMR), with **a copy of a comprehensive list of their respective Section/Office/Division personnel** along with their designated membership in the QMS Team. This information should be submitted not later than **March 8, 2024**.

Your cooperation in ensuring the seamless integration of all Division personnel into the QMS Teams is greatly appreciated.

Should you have any inquiries or require further clarification, please do not hesitate to contact the undersigned.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

qmrjam03/01/2024

DEPEDQUEZON-TM-SDS-04-010-005



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

February 20, 2024

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

ATTN: **JUANITO A. MERLE, EdD**  
EPS / Quality Management Representative (QMR)

**MARIA DOLORES D. ATIENZA**  
AO V/Quality Workplace Team (QWT) Leader:

**ELIZABETH DE VILLA**  
SGOD Chief/Risk Management Team (RMT) Leader:

**REGINA V. MARINO**  
SEPS/Training and Advocacy Team (TAT) Leader

**JEE ANN O. BORINES**  
EPS/Knowledge Management Team (KMT) Leader

**MICHELLE G. DUMA**  
SEPS/Quality Management Secretariat Leader

Dear Sir:

In preparation for the One DepEd, One QMS, and establish continuous improvement for all dimensions and processes within our division, while ensuring individuals focus on their respective teams. We kindly request updating the names of the assigned Accounting Section personnel in the different Quality Management System teams listed below:

<b>QMS Team</b>	<b>Name</b>	<b>Designation</b>
1. Knowledge Management Team	Lorena G. Abdon	ADAS III
2. Quality Workplace Team	Camille C. Nombrefia	ADAS III
3. Training and Advocacy Member	Richard E. Vedaño	ADAS III
4. QMS Secretariat	Maria Aubrey R. Aurellana	ADAS III
5. Risk Management Team	Jessica R. Manato	ADAS III

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SCHOOLS DIVISION OF QUEZON PROVINCE

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We are hoping for your positive feedback and prompt action on this.

Thank you.

Very truly yours,




  
**EDMUNDO R. MARIN, JR.**  
Accountant III

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Republic of the Philippines  
**Department of Education**  
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SCHOOLS DIVISION OF QUEZON PROVINCE

February 20, 2024

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Accountant III

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