



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

**Quezon**  
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 ICT UNIT  
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26 March 2025

**OFFICE MEMORANDUM**  
 OM No. 284, s. 2025

**DESIGNATION OF THE QUALITY MANAGEMENT SYSTEM (QMS)  
 SECRETARIAT MEMBERS**

**To:** Assistant Schools Division Superintendents  
 Quality Management Representative  
 Deputy, Quality Management Representative  
 Quality Management Secretariat  
 Quality Management System Team Leads and Members  
 All Others Concerned

Pursuant to **DepEd Order No. 009, s. 2021** (Institutionalization of the Quality Management System in the Department of Education), this Office informs all concerned of the designation of the following Division personnel as members of the Quality Management System (QMS) Secretariat.

Designation	Name	Position
Asst. Leader	MARY JOYCE P. SALAMAT	Education Program Specialist II
Members	CRISTELL MAE DIANNE M. SUANTE	Administrative Assistant II
	THERESE O. PARDO	Administrative Assistant II

The members of the QMS Secretariat shall coordinate with and report to the QMS Secretariat Lead. They shall assist the QMS Secretariat Lead in carrying out the following activities:

- Coordination of effective deployment and efficient use of human, financial, and other physical resources for the QMS;
- Provision of technical and administrative support to successfully implement the QMS;
- Coordination of QMS-related activities in their respective offices;

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- d. Collaboration with and assistance to the QMS Teams in their efforts for continuous improvement of the QMS;
- e. Facilitation of the delivery of specific outputs in line with QMS;
- f. Provision of technical support to QMR in communicating with external parties on QMS-related matters; and
- g. Provision of feedback and updates on QMS-related matters to the QMR.

For information of all concerned.

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

by:   
**JOEPI F. FALQUEZA**  
Assistant Schools Division  
Superintendent

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