



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



DEPED QUEZON
ICT UNIT

UPLOADED

Date/Time: APR 25 2025

By: *[Signature]*

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2 April 2025

OFFICE MEMORANDUM

OM No. 103, s. 2025

RECONSTITUTION OF THE RISK MANAGEMENT TEAM

To: Assistant Schools Division Superintendents
Division Chiefs
Risk Management Team Members
Process Holders
All Others Concerned

In reference to Office Memorandum No. 057, s. 2024, pursuant to DepEd Order No. 009, s. 2021 titled Institutionalization of a Quality Management System in the Department of Education, the Risk Management Team (RMT) of DepEd Quezon is hereby reconstituted as follows:

Lead: Dr. Fernando T. Seño, EPS	
Risk Monitoring Sub-Team	Client Feedback Monitoring Sub-Team
Co-Lead: Mark Angelo M. Tiusan, PDO I	Co-Lead: Maria Dolores D. Atienza, AO V
Members	
Dr. Carmen H. Macatugob, EPS	Dr. Lorena S. Walangsumbat, CID Chief
Asuncion C. Ilao, EPS	Dr. Juanito A. Merle, SGOD Chief
Sherelyn O. Pardilla, Records Officer II	Atty. Rexcia Maria B. Baldeo, Attorney III
Catherine A. Pureza, Budget Officer III	Marbin Jeramil D. Fragata, PO III
Dr. Ma. Bernadit M. Tupas, SEPS	Jackqueline D. Nuyda, ADAS III
Mary Joyce S. Montaña, EPS II	Mark Nicko F. Quindoza, ADA VI
Laarni Rose R. Gutierrez, EPS II	Maribeth D. Fragata, ADA VI
Ronnjemmele A. Rivera, Librarian II	
Engr. Gian Carlo O. Pardilla, Senior TA IV	
Dr. Marie Antoinette A. Tesalona, MO III	
Dr. Jose Macario Ernie V. Patiño, Dentist II	
Arvin P. Repaso, PDO II	
Florice R. Lagos, PDO I	
Rodelio M. Esmerna Jr., AO II	
Connie T. Abulencia, ADAS III	

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Jessica R. Manato, ADAS III	
Christine A. Alviso, ADAS III	
Ethel Rose E. Bele, ADAS III	
Jessica C. Mendoza, ADAS II	
Therese O. Pardo, ADAS II	
Ruel L. Driz Jr., ADA VI	
Laarni Jean A. Forbes, ADA VI	

The members of the Risk Management Team shall have the following responsibilities:

- Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
- Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;
- Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
- Provide feedback and update to the QMR on the status of risk assessment and action plans;
- Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
- Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRF.

Immediate dissemination of and compliance with this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

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