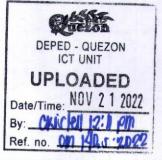


Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM OM No. 40, s. 2012

15 November 2022

DESIGNATION OF QUALITY MANAGEMENT SYSTEM (QMS) SECRETARIAT

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 Quality Management System Secretariat of the Schools Division of Quezon:

| Name | Designation | Functional Division/Section/Unit/Office |
|----------------------------|----------------------------|---|
| Michelle G. Duma | Leader, QMS Secretariat | SGOD-HRTD |
| Akimi Therese Asano | Member | OSDS-PERSONNEL |
| Anna Jean M. Ogerio | Member | OSDS-OFFICE OF THE ASDS |
| Sarah Lynn Diala- Oczon | Member | OSDS-OFFICE OF THE SDS |
| Kristoffer O. Oineza | Member | OSDS-OFFICE OF THE SDS |

- 2. The Quality Management System Secretariat has the following responsibilities:
 - a. Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
 - b. Provide technical and administrative support to successfully implement the QMS;
 - c. Coordinate QMS-related activities in their respective offices;
 - d. Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
- e. Facilitate the delivery of specific outputs in line with the QMS;



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- f. Assist the QMR in communicating with external parties on QMS-related matters; and
- g. Provide feedback and updates on QMS-related matters to the QMR.
- 3. Dissemination of this Memorandum is hereby enjoined.

ELIAS A. ALICAYA, JR., EdD

OIC-Schools Division Superintendent

Deldau.

qmsjam11/15/22



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