



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



**OFFICE MEMORANDUM**  
 OM No. 40, s. 2022

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:
- Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
  - Provide technical and administrative support to successfully implement the QMS;
  - Coordinate QMS-related activities in their respective offices;
  - Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
  - 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

qmsjam11/15/22

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