



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



DEPED - QUEZON  
 ICT UNIT

**UPLOADED**

Date/Time: NOV 21 2022  
 By: enitel/12:17 PM  
 Ref. no. DM 143, s. 2022

**OFFICE MEMORANDUM**  
 OM No. 143, s. 2022

15 November 2022

**DESIGNATION OF QMS RISK MANAGEMENT TEAM (RMT) MEMBERS**

**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 members of the QMS Risk Management Team (RMT) of the Schools Division of Quezon:

Name	Designation	Functional Division/Section/Unit/Office
Elizabeth M. De Villa	Leader	SGOD
Lorena S. Walangsumbat	Member	CID
Maria Dolores D. Atienza	Member	OSDS-ADMIN
Catherine A. Pureza	Member	OSDS-BUDGET
Marbin Jeramil D. Fragata	Member	SGOD-PLANNING
Gilbert C. Alva	Member	SGOD-RESEARCH
Oscar R. Duma, Jr.	Member	SGOD-SMME

2. The members of the QMS – Risk Management Team (RMT) 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;

DEPEDQUEZON-TM-SDS-04-010-005



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@deped.gov.ph  
 Website: www.depedquezon.com.ph



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

---

- c. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
  - d. Provide feedback and update to the QMR on the status of risk assessment and action plans;
  - e. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
  - f. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.
3. Dissemination of this Memorandum is hereby enjoined.

**ELIAS A. ALICAYA, JR., EdD**  
OIC- Schools Division Superintendent

qmsjan11/15/22

DEPEDQUEZON-TM-SDS-04-010-005

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph