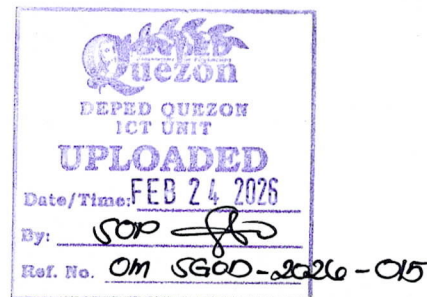




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



23 February 2026

OFFICE MEMORANDUM
SGOD-2026- 015

RECONSTITUTION OF THE QUALITY MANAGEMENT SYSTEM (QMS) SECRETARIAT

To: Assistant Schools Division Superintendent In-Charge of the QMS
 Functional Division Chiefs
 Quality Management Representative (QMR)
 QMS Team Leaders
 All Others Concerned

In line with the continual improvement of the organizational processes and in support of the efficient implementation, maintenance, and development of the Division's Quality Management System (QMS), the reconstitution of the QMS Secretariat is hereby authorized.

The reconstitution aims to ensure that the QMS Secretariat remains functional, responsive, and aligned with current operational requirements and quality objectives of the Schools Division Office (SDO). It shall strengthen coordination, documentation, monitoring, and evaluation of QMS-related activities across all concerned sections and/or units.

Accordingly, the reconstituted QMS Secretariat shall be composed of a Secretariat Head and designated members as follows:

Designation	Name	Position	Office/Section/Unit
<i>Secretariat Head</i>	Mark Angelo M. Tiusan	PDO I	SGOD-LFS
<i>Secretariat Members</i>	Liezl V. Alcala	ADA VI	SGOD
	Carla Jobelle J. Culajara	EPS II	SGOD-SMN
	Marisyll Judee G. Mendoza	ADAS III	OSDS-Records Unit
	Raymond Q. Nieva	ADA VI	CID-IMS
	Rommel T. Oczon	PDO I	SGOD-LFS
	Michaela Mae F. Zoleta	TA I	SGOD-SHS

The composition of the QMS Secretariat shall perform distinct and specific functions relative to the implementation of the QMS, including but not limited to:

1. Coordinate effective deployment and efficient use of human, financial, and other physical resources of the QMS;
2. Provide technical and administrative support to successfully implement the QMS;
3. Coordinate QMS-related activities in their respective offices;

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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

4. Collaborate with and assist the QMS Teams in their efforts for continual improvement of the QMS;
5. Facilitate the delivery of specific outputs in line with the QMS;
6. Assist the QMR in communicating with external parties on QMS-related matters;
7. Provide feedback and updates on QMS-related matters to the QMR; and
8. Perform other tasks and functions assigned by the QMR and the Top Management.

The members of the QMS Secretariat shall closely coordinate with the QMR, process owners, and other concerned personnel to ensure compliance with applicable standards, policies, and procedures.

All SDO personnel are enjoined to provide full cooperation and support to the reconstituted QMS Secretariat to ensure effective and efficient quality service delivery.

This Memorandum takes effect immediately and shall remain in force until amended or revoked by subsequent issuance.

For information and guidance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/mamt/02/23/2026

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>