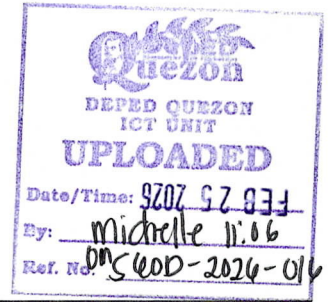




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



23 February 2026

OFFICE MEMORANDUM
 SGOD-2026- 016

ADDENDUM TO OFFICE MEMORANDUM NO. 010, S. 2026, RE: DIVISION TRAINING-WORKSHOP ON INTERNAL QUALITY AUDIT (IQA) PROCEDURES UNDER THE PROCEDURES AND WORK INSTRUCTION MANUAL (PAWIM)

To: Assistant Schools Division Superintendents
 Division Chiefs
 IQAT Members
 All Others Concerned

With reference to **Office Memorandum No. 010, s. 2026**, titled Division Training Workshop on Internal Quality Audit (IQA) Procedures under the Procedures and Work Instruction Manual (PAWIM), this Office informs all concerned that the venue of the said activity will be at **Queen Margarett Hotel, Brgy. Domoit, Lucena City**.

Further, the following additional personnel are hereby included to participate in the said activity:

Name	Position	Role
Mary Joyce S. Montaña	Education Program Specialist II/IQAT Member	Participant
Paul Justine C. Zoleta	Administrative Aide VI	Support Staff/TWG Member

Other details stipulated in the previous Memorandum shall remain in effect.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

smemgd02/23/2026

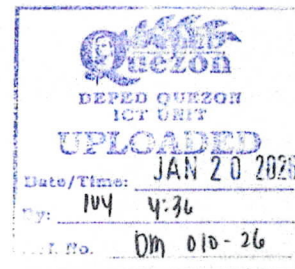
DEPEDQUEZON-TM-SDS-04-010-005



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



19 January 2026

OFFICE MEMORANDUM
 OM No. 010, s. 2026

DIVISION TRAINING-WORKSHOP ON INTERNAL QUALITY AUDIT (IQA) PROCEDURES UNDER THE PROCEDURES AND WORK INSTRUCTION MANUAL (PAWIM)

To: Assistant Schools Division Superintendents
 Division Chiefs
 IQAT Members
 All Others Concerned

In line with the continuous strengthening of the Quality Management System (QMS) of the Schools Division Office, this Office announces the conduct of the **Division Training-Workshop on Internal Quality Audit (IQA) Procedures under the Procedures and Work Instruction Manual (PAWIM)** to be held on **February 26–27, 2026**, at a venue to be announced through a separate Memorandum.

The training-workshop aims to equip the **Division Internal Quality Audit Team (IQAT) members** with the necessary competencies to effectively support and participate in Internal Quality Audits through the proper application of standard procedures, work instructions, and documentation requirements under the Procedures and Work Instruction Manual (PAWIM), ensuring consistent implementation of QMS standards and compliance with established quality procedures.

The participants in this activity are listed in the **Enclosure**. Attendance is **mandatory**, and all participants are advised to **bring their own laptops** to be used during the training-workshop for hands-on activities and documentation exercises.

Meals and travel expenses of the participants shall be charged to the Division MOOE, subject to the auditing rules and regulations.

For the information and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent 

smemgd01/19/2026

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Republic of the Philippines
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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to OM No. 010, s. 2026

List of Participants

No.	Name	Position
1	Michelle G. Duma	Senior Education Program Specialist
2	Rejulios M. Villenes	Public Schools District Supervisor
3	Juanito A. Merle	SGOD Chief
4	Carmela Ezcel A. Orogo	Education Program Supervisor
5	Maria Dolores D. Atienza	Administrative Officer V
6	Wilbert B. Porteza	ITO I
7	Carleen D. Aguila	Legal Assistant
8	Brandon E. De Mesa	ADAS III
9	Walter F. Galarosa	OIC-CID Chief
10	Asuncion C. Ila	Education Program Supervisor
11	Joseph E. Jarasa	Education Program Supervisor
12	Joan Alejaida R. Mauhay	Education Program Supervisor
13	Fernando T. Seño	Education Program Supervisor
14	Jee-Ann O. Borines	Education Program Supervisor
15	Raul R. Agaran	Education Program Supervisor
16	Gilbert C. Alva	Public Schools District Supervisor
17	Regina V. Marino	Senior Education Program Specialist
18	Maria Rosario C. Camilon	Dentist II
19	Edmundo R. Marin, Jr.	Accountant III
20	Atty. Rexcia Maria B. Baldeo	Attorney III
21	Hilariona E. Coronado	Administrative Officer IV
22	Sherelyn O. Pardilla	AO IV/Records Officer
23	Mark Angelo M. Tiusan	Project Development Officer I
24	Carmen H. Macatugob	Education Program Supervisor
25	Jay S. Alfaro	Education Program Supervisor
26	Carla Jobelle J. Culajara	Education Program Specialist II
27	Jose Macario Ernie V. Patiño	Dentist II
28	Michelle P. De Mesa	ADAS III

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