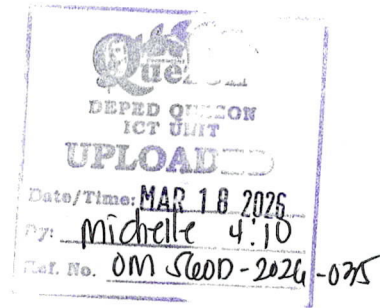




Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



5 January 2026

OFFICE MEMORANDUM
SGOD-2026- 075

DESIGNATION OF RISK MANAGEMENT TEAM (RMT) MEMBERS

To: Assistant Schools Division Superintendents
 Risk Management Team Members
 All Others Concerned

Pursuant to DepEd Order No. 009, s. 2021 titled "INSTITUTIONALIZATION OF QUALITY MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION", this Office announces the designated members of the Risk Management Team (RMT) of the SDO Quezon.

Name	Position
Fernando T. Seno	RMT Lead/Education Program Supervisor
Maria Dolores D. Atienza	Administrative Officer V
Catherine A. Pureza	Budget Officer III
Atty. Rexcia Maria B. Baldeo	Attorney III
Dr. Jose Macario Ernie V. Patino	Dentist-in-charge
Arvin P. Repaso	Project Development Officer II
Paul Clifford N. Marquez	SEPS - SMN
Regina V. Marino	SEPS - HRD
Sherelyn O. Pardilla	Records Officer II
Hilariona E. Coronado	Administrative Officer IV - Procurement
Wilbert B. Porteza	Information Technology Officer I
Asuncion C. Ila	Education Program Supervisor
Carmen Macatugob	Education Program Supervisor
Laarni Rose Gutierrez	EPS - ALS
Ronnjemmele A. Rivera	Librarian II
Maria Bernadit M. Tupas	SEPS - PAR
Floriciel R. Lagos	Project Development Officer I
Jessica R. Manato	Administrative Assistant III
Connie T. Abulencia	Administrative Assistant III

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Jessica Mendoza	Administrative Assistant II
Therese O. Pardo	Administrative Assistant II
Mark Nicko Quindoza	Administrative Aide VI
Rod Esmerna	Administrative Officer II
Christine A. Alviso	Administrative Assistant II

The members of the Risk Management Team (RMT) shall have the following responsibilities:

1. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
2. Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;
3. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
4. Provide feedback and update to the QMR on the status of risk assessment and action plans;
5. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
6. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.

Immediate dissemination of this Memorandum is required.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Qmslva03/17/2026

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