Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
25 NOV 2026
2026 - 747
Time: 7:19a

November 24, 2026

DIVISION MEMORANDUM
No. SGOD CES No. 247 s. 2026

ADDITIONAL INFORMATION TO DIVISION MEMORANDUM SGOD 191, s. 2026
RE: NEW DIVISION QUALITY MANAGEMENT SYSTEMS (DQMST)

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors
Elementary and Secondary School Heads
Concerned Employees
This Division

1. Relative to Division Memorandum No. 191, s. 2026, titled **"NEW DIVISION QUALITY MANAGEMENT SYSTEMS (DQMST),** this Office informs the field of the additional of information.

2. The additional members of each teams are as follows:

Table 1. Quality Management Representative (QMR) Team

No.	Name	Position	*Team Membership*	*Functions*
1	Hannah B. Ancheta	ADA VI	QMR Secretariat	Serves as the overall secretariat of the QMS and provides technical support to the TM, QMR, and all QMS Teams.
2	Dulce Ann G. Belgera	ADA VI	QMR Secretariat	

Table 2. Knowledge Management Team (KMT)

No.	Name	Position	*Team Membership*	*Functions*
1	Mae Kathrine Sumapal	Registrar I	Member	Takes responsibility in supervising and managing the knowledge and intellectual practices of the organization. Provides technical assistance and quarterly monitor the

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

				organization's compliance to the PAWIM on Document Information Management to ascertain that standards and procedures on creation, revision, publication, and control adhere to QMS standards and procedures. Takes responsibility in ensuring correct practice of storage, protection, archiving and proper disposal of all documented information.

Table 3. Training and Advocacy (TAT)

No.	Name	Position	*Team Membership*	*Functions*
1	Mark Carlo D. Buyao	SEPS	Member	Ensures that members of audit team composed of employees from different offices are trained on ISO 19011 or the Guidelines for Auditing Management System.Manages the conduct of internal audits to all offices to ascertain their suitability, conformance, and adherence to QMS standards and procedures, regulatory and statutory guidelines, and requirements.Monitors the effectiveness of implementation of the correction and corrective actions using the on request for action template.

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedska@deped.gov.ph

Table 1. Quality Workplace Improvement Team (QWIT)

No.	Name	Position	*Team Membership*	*Functions*
1	Lakim M. Hadjiesmael	PSDS	Member	Strengthens the integration of the Quality Management System to all offices. Conducts of Learning and Development activities, formulation of Advocacy Materials, and provision of Internal Consultancy on QMS. Ensures that the QMS including its changes is communicated to all employees to gain support. Conducts QMS survey on the level of awareness of the personnel.

Table 5. Internal Quality Audit Team (IQAT)

No.	Name	Position	*Team Membership*	*Functions*
1	Atty. Jethro Esmael G. Chio	Registrar I	Member	Manage the implementation of risk controls and opportunities of the organization; Provide technical assistance to all Process Holders during planning to address the Risk and Opportunity Registers; Conduct quarterly review of actions to mitigate/control risks including opportunities of actions to ensure its
2	Atty. Myra Cadil-Gumaga	Registrar I	Member	
3	Ruby Lapidez	Principal III	Member	
4	Joane Cher F. Yturalde	Principal II	Member	
4	Bebie H. Ambalgan	EPSII/School Head	Member	
5	Cynthia B. Berba	ADA VI	Member	
6	Christian R. Layes	Legal Assistant I	Member	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

				effectiveness.

Table 6. Special Quality Assurance Team for SGOD

No.	Name	Position	*Team Membership*	*Functions*
1	Lazaro P. Oriel, PhD	EPS-SGOD	Team Leader	To conduct quality assurance, provide objective verification, monitoring, and technical guidance to ensure that the organization's processes, procedures, and documented evidence are implemented consistently and conform to the prescribed NQMS quality standards and requirements.
2	Mark Carlo D. Buyao	SEPS-HRDS	Member	
3	Kevin Lloyd V. Hijastro	PO III-PRS	Member	
4	Karol G. Latoza	PDO II-SMNS	Member	
5	Remos G. Baclaan	EPS II-SMME	Member	
6				

Table 7. Special Quality Assurance Team for CID

No.	Name	Position	*Team Membership*	*Functions*
1	Mary Grace B. Leysa, DevEd	EPS	Team Leader	To conduct quality assurance, provide objective verification, monitoring, and technical guidance to ensure that the organization's processes, procedures, and documented evidence are implemented consistently and conform to the prescribed NQMS quality standards and requirements.
2	Ronald F. Ramirez	EPS	Member	
3	Rodolfo B. Bermudo, Jr	EPS	Member	
4	Baipina B. Balubugan	EPS	Member	
5	Cherry B. Escoto, EdD	Principal III	Member	

Table 8. Special Quality Assurance Team for OSDS

No.	Name	Position	*Team Membership*	*Functions*
1	Melvin P. Fortuna	AO V	Team Leader	To conduct quality assurance, provide objective
2	Whendy P. Porras	AO II	Member	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

3	Rowena Jessete S. Villa	AO IV	Member	verification, monitoring, and technical guidance to ensure that the organization's processes, procedures, and documented evidence are implemented consistently and conform to the prescribed NQMS quality standards and requirements.
4	Mae Kathrine Sumapal	Registrar I	Member	
5	Richard Fernandez	ITO I	Member	

Table 9. Organizational SWOT Team

No.	Name	Position	*Team Membership*	*Functions*
1	Baipina B. Balubugan, PhD	EPS	Team Leader	Conducts and facilitates the analysis of the organization's Strengths, Weaknesses, Opportunities, and Threats (SWOT) to determine internal and external issues relevant to the Quality Management System (QMS). Coordinates with Top Management, Process Holders, and other QMS Teams in identifying, validating, and updating organizational issues that may affect the achievement of strategic directions and quality objectives. Provides technical assistance to all offices in conducting SWOT analysis and translating identified issues into appropriate strategic actions, risks, and opportunities. Conducts periodic review and monitoring of the Organizational SWOT Analysis to ensure its relevance, responsiveness,
2	Kevin Lloyd V. Hijastro	PO III	Member	
3	Mark Carlo D. Buyao	SEPS	Member	

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph

				and alignment with the organization's strategic direction. Provides inputs during Management Review and planning for changes to support evidence-based decision-making and continual improvement of the QMS.

3. All other provisions of the aforementioned memorandum shall remain in full forceand effect.

4. Immediate dissemination of and compliance with this Memorandum are directed.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encl: As stated
Reference: DM SGOD 191, s. 2026
To be indicated in the Perpetual Index under the following subjects:
ADDITIONAL INFORMATION **NQMS**

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org
Email: depedsk@deped.gov.ph