



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 078, s. 2025

06 FEB 2025

**TRAINING-WORKSHOP ON STRATEGIC FORMULATION OF QUALITY CONTROL
PLAN (QCP) FOR ENHANCING SCHOOL MANAGEMENT PROCESSES**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
QMS Team Leaders
Public School Heads
All Others Concerned

1. DepEd Order 9, s. 2021 titled Institutionalization of a Quality Management System in the DepEd provided DepEd offices, schools, and learning centers with guidelines and standards to integrate DepEd systems and processes. The establishment of the QMS standards enabled the alignment, streamlining, and standardization of the systems and processes within the Department through the QMS Manual and Procedures and Work Instructions Manual (PAWIM) that will serve as a guide for all DepEd offices and schools.
2. The Schools Division of the City of Batac shall conduct the Training-Workshop on Strategic Formulation of Quality Control Plan (QCP) for Enhancing School Management Processes on February 12-13, 2025 at the SDO Conference Hall.
3. The training aims to strengthen the implementation of school management processes through the strategic formulation of Quality Control Plans (QCPs) aligned with the DepEd QMS Manuals.
Specifically, it aims to
 - a. capacitate participants with the standards of the NQMS through the four groups of processes;
 - b. formulate workable processes aligned with SDO QCPs; and
 - c. design standard forms and templates following the DepEd Manual of Styles (DMOS) requirements.
4. Participants are the school heads, Administrative Officers II, Project Development Officers, identified SDO personnel, non-teaching school-based personnel and school Quality Management Representatives (QMRs).
5. Participants are advised to bring all existing Procedures and Work Instructions Manual (PAWIM), forms and templates, laptop and extension cord for the workshop.
6. Expenses relative to the conduct of the activities shall be charged against the GAS-GMS subject to the usual accounting and auditing rules and regulations.
7. Attached are the following for reference:
Enclosure 1. List of Facilitators and Participants per Day
Enclosure 2. Matrix of Activities



SDCB RECORDS UNIT

2502064



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

8. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order 9, s. 2021
To be included in the Perpetual Index
Under the following subject:

Manuals

Forms

Procedures

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

NMU/DM-QMSSchools
0005/January 31, 2025

Enclosure 1.**LIST OF FACILITATORS AND PARTICIPANTS PER DAY****Day 1 Sessions: February 12, 2025****MANAGEMENT PROCESSES**

Process	Sub Process	Facilitators	Participants
Plan Formulation	Strategic Planning Medium Term Planning Operational Planning	Anselmo R. Aludino Arnel S. Bandiola Marilou B. Sales	Ditas G. Domingo Johnny C. Talioaga Flordeliza C. Cacayan
Policy Development	Policy Implementation Policy Review	Joel P. Malunao Edwin V. Tangonan	Lilibeth C. Dierpo Lorelyee F. Batucal
Performance Monitoring & Evaluation	Management Meetings	Jadley Mel P. Piso	Jonalyn P. Ulit
	Program/ Project Implementation Review	Jocelyn L. Aribuabo	Lovella A. Galut Toribio D. Martin Jr. Eleonor B. Ramos
	Office and Staff Performance Monitoring & Appraisal	Chrisse Julianne R. Pugat Nemalyn M. Ulep	Jenelyn B. Asuncion Wilfredo E. Bonagua
	Education Statistics and Monitoring	Dolores A. Ubiña	Joe Jayson Caletena Randolf Brian A. Cabanatan
	Monitoring of Citizen/ Client Satisfaction Survey	Reyna Monique L. Lanuza	Rich Sheena Mae M. Pascua Mely E. Repollo

CORE PROCESSES

Process	Sub Process	Facilitators	Participants
Learning Delivery Management and Development	Instructional Supervision and Management	Marilou B. Sales Jocelyn P. Perdido Geraldine O. Lao-at	Leianne R. Quiocho Cristina G. Paculan
Learning Resource Management and Development	Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources	Aubrey Marie R. Oasay	Connie Marie Angelie Mae P. Balignasay Jollibelle C. Franada Ryan C. Ramos John Resty R. Arellano
Education Assessment and Research	Assessment Operation	Eldefonso B. Natividad, Jr. Jhon Rey S. Ortal Allan B. Garcia	Pepsi P. Duldulao Edwin V. Tangonan
	Data Analysis and Interpretation		
	Development of Education Research Framework, Design, Procedures and Instruments		
	Conduct of Research		
	Utilization of Research Data and Information		

SUPPORT PROCESSES

Process	Sub Process	Facilitators	Participants
Public Affairs Management	Information Management and Dissemination	Rhaian A. Gamet Joycelyn P. Perdido	Jasen Kyle S. Ortal
	Media Relations		Regie P. Lizardo
	Public Relations and Assistance		Reyna Monique L. Lanuza
Records Management	Access, Disclosure and Issuance of Documents	Reyna Monique L. Lanuza	Haydee B. Aguibitin
	Handling of Incoming Documents		Jayvie B. Suilen
	Handling of Outgoing Documents		Thelma S. Ruguian
	Records Disposition		
	Records Inventory		
Research Management	Implementation and Monitoring	Edwin V. Tangonan	Queeny Joyce F. Sebastian
	Dissemination of Research Results		Jollibelle C. Franada
Legal Management	Assistance to the Office of the Solicitor General in pending cases involving DepEd	Gerwin M. Dela Rosa	Braulio P. Lagadan
	Development and Implementation of DepEd Child Protection Programs		Judelyn P. Bumanglag
	Legal Review of Proposed DepEd Policies, Issuances, Agreements and Other Legal Documents		Glen Jayson L. Franco
	Sites Titling and Oversight of DepEd School Sites		

Day 2 Sessions February 13, 2025

SUPPORT PROCESSES

Process	Sub Process	Facilitators	Participants
Asset Management	Acquisition of Tangible and Intangible Assets	Deejay R. Opelac	Jenny May P. Gumtang Diane M. De Guzman
	Asset Disposition		
	Asset Utilization and Inventory		
Data Information Management	Data Dissemination	Dolores A. Ubiña	Edwin V. Tangonan Mark Anthony D. Diculen Jonalyn P. Ulit
	Data Management		
	Management of Information System		
Disaster Risk Reduction and Management	Contingency Planning, Formulation and Enhancement	Rhaian A. Gamet	Army S. Ramos Eleonor B. Ramos May Ann A. Espiritu
	DRRM Information System and Research		
	IEC and Advocacy for Resilience		
	Learning Continuity and Resilience Interventions		
	Monitoring and Evaluation of Comprehensive School Safety (CSS)		
	Partnership for Strengthening Resilience		
	Resilience Education		
External Partnership Management	Commemorative and Other Related Events Management	Gilbert P. Isla	Mark Khey A. German Ditas G. Domingo
	Partnership Development and Management		
Financial Management (Budget, Accounting, Cash and Employee Accounts Management)	Budget Accountability Reporting	Jennifer C. Bungubung Jaquelyn P. Mendoza Ma. Veronica A. Cabangisan	Connie Marie Angelie Mae P. Balignasay Evelyn Cabuntasan Genedyn Paraoan Cecilia A. Sangalang Lauraine Kier B. Panluceno Lorilai U. Luzod Charlene Domingo
	Budget Preparation and Approval		
	Budget Processing and Execution		
	Collection and Deposits		
	Control of Accountable Forms		
	Disbursement		
	Financial Accountability and Recording		
	Maintenance and Closure of Bank Accounts		
	Monitoring and Recording of Financial Transactions		
	Pre-Audit and Disbursement		
	Preparation of ACIC/SLIAE		
	Systems Improvement and Administrative Services (EFRs), Budget Monitoring (BMS) and Online Cash-in Bank Register		

Process	Sub Process	Facilitators	Participants
General Services Management	Clinic Management	Maritess D. Diego	Gracialyn L. Austria Judelyn B. Agulay
	Facilities Maintenance	Joel P. Malunao	Randolf Brian A. Cabanatan Melpha L. Tabunan Lorena A. Sugui
	Housekeeping and Ground Maintenance		
	Security Services		
	Transportation Service and Vehicle Maintenance		
	Library Management	Blesilda B. Antiporda	Lilibeth C. Dierpo Lorelyee F. Batucal Ruby Lea Justo
Human Resource Management and Development	Compensation and Benefits	Maylene A. Yasay	Carmelo F. Bautista Janinah Grace C. Morota
	Employee Relations	Jadley Mel P. Piso	Kristel Jhoy M. Arcega Ralph Jayson T. Sonico
	Leave Management		Pepsi P. Duldulao Lovella J. Galut
	Personnel Inventory		
	Personnel Performance Management		
	Personnel Records Management	Mark Louie P. Duldulao	Ryan C. Ramos Ditas G. Domingo
	Professional Development/ Learning and Development		
	Employee's Welfare		
	Rewards and Recognition		
ICT Management	Management of Technology Infrastructure	Mark Anthony A. Bensan	Darwin F. Aspili
	User Support/ Help Desk		Matsun Penera
Infrastructure Management	Evaluation/ Assessment of Construction, Repair, Rehabilitation and Maintenance of Education Facilities	Jacqueline G. Abiño	Toribio D. Martin, Jr.
	Inspection/ Validation of Accomplishments of BEFF Projects		Hazel B. Dela Cruz
	Management of Construction, Repair, Rehabilitation and Maintenance of Education Facilities		

Process	Sub Process	Facilitators	Participants
Learner Support Management (Health, Sports and Youth Formation)	Program Management <i>Sports Program</i>	Gilbert P. Isla	Glen Jayson F. Franco
	<i>Health Programs</i>	Maritess D. Diego Mirasol V. Mangasep Jedidiah B. Jagto Judith Ivy R. Mangoba	Gracialyn P. Layaoen Judelyn B. Agulay Jojo H. Bonot
	<i>Guidance and Counselling Program</i>	Adelaida P. Manglal-lan	Carmencita P. Lorenzo John N. Jerez Deonabel L. Baptista Mely E. Repollo
	<i>Youth Formation Program</i>	Angelo M. Bangcud	Joe Jayson Caletena John Resty F. Arellano Jenelyn B. Asuncion
Organizational Development	Organization Management	Dolores A. Ubiña	Oliveth M. Jerez Jollibelle C. Franada
Procurement Management	Bidding Processes	Aubrhey Marie R. Oasay Chrisse Julianne R. Pugat	Angelica D. Obiano
	Contract Implementation		Rocelle Grace S. Pitiquen
	Contract Monitoring		Jhen Abigail Ruadap Connie Marie Angelica Mae P. Balignasay Ditas G. Domingo
	Procurement Planning		
Project Management	Coordination and Linkages	Gilbert P. Isla	Joefrey C. Bataan Thelma S. Ruguian Agnes A. Bicera
	Project Implementation Management	Jocelyn L. Aribuabo	Leianne R. Quiocho Cristina G. Paculan

Program Management Team

Role	Name	Position
Program Managers	Nemalyn M. Ulep	Chief Education Supervisor, SGOD Quality Management Representative (QMR)
	Deejay R. Opelac	Deputy QMR
Learning Managers	Marilou B. Sales	Chief Education Supervisor, CID Training Advocacy Team (TAT) Leader
	Mark Louie P. Duldulao	Education Program Specialist II Deputy TAT
M and E Coordinator	Dolores A. Ubiña	SEPS- SMME
Documenter/ Logistic Officer	Andrew Joel C. Aniñon	Administrative Assistant III
	Angelo M. Bangcud	Project Development Officer I
Secretariat	Chrisse Julianne R. Pugat	Administrative Assistant III
	Flordeliza D. Agcaoili	Administrative Assistant III
	Blesilda Antiporda	Librarian II
	Divelyn P. Maddela	Education Program Specialist II
Welfare Officer	Judith Ivy R. Mangoba	Nurse II
	Mirasol V. Mangasep	Nurse II

Enclosure 2. ACTIVITY MATRIX

Day 1: February 12, 2025

Time	Session/Activities
8:00 AM-8:30 AM	Opening Program <ul style="list-style-type: none"> Philippine National Anthem -AVP Prayer -AVP Rationale and Welcome Remarks ARNEL S. BANDIOLA Assistant Schools Division Superintendent MESSAGE ANSELMO R. ALUDINO Schools Division Superintendent
8:30 AM-9:30 AM	SESSION 1: Plenary Session QMS SCOPE AND OPERATIONS MANUAL DEEJAY R. OPELAC Deputy QMR
	SESSION 2: QUALITY CONTROL PLAN TEMPLATE NEMALYN M. ULEP Chief Education Supervisor Quality Management Representative (QMR)
9:30 AM- 9:45 AM	Health Break
9:45 AM- 11:59 AM	Session 3: Break-out Session <u>MANAGEMENT PROCESSES</u> ARNEL S. BANDIOLA Assistant Schools Division Superintendent <u>CORE PROCESSES</u> MARILOU B. SALES Chief Education Supervisor, CID <u>SUPPORT PROCESSES</u> NEMALYN M. ULEP Chief Education Supervisor, SGOD
12:00 noon-1:00 PM	Lunch break
1:00 PM- 4:00 PM	Continuation of Session 3: Break-out Session (Groupings to be identified)
4:00 PM- 5:00 PM	Session 4: Presentation of Outputs per Group
	Angelo M. Bangcud Facilitator
Methodology: Lectures Strategy: Workshop Output: Quality Control Plans, Forms and Templates	

Day 2: February 13, 2025

Time	Session/Activities
8:00 AM-8:30 AM	Management of Learning In-Charge: Secretariat
8:30 AM-11:59 AM	Session 5: Break-out Session SUPPORT PROCESSES ANSELMO R. ALUDINO <i>Schools Division Superintendent</i> JOEL P. MALUNAO <i>Administrative Officer V</i> JAQUELYN P. MENDOZA <i>Administrative Officer V</i>
9:30 AM- 9:45 AM	Health Break
9:45 AM- 11:59 AM	Continuation of Session 5
12:00 NN-1:00 PM	Lunch break
1:00 PM- 2:00 PM	Continuation of Session 5
2:00 PM- 3:00 PM	Session 6: Presentation of Outputs per Group
3:00 PM- 3:15 PM	Health Break
3:15 PM- 4:00 PM	Continuation of Session 6
4:00 PM – 5:00 PM	CLOSING PROGRAM <ul style="list-style-type: none"> • Impressions • Distribution of Certificate • Ways Forward ARNEL S. BANDIOLA Assistant Schools Division Superintendent • Closing Remarks MARILOU B. SALES Chief Education Supervisor
	Mark Louie P. Duldulao Facilitator
Methodology: Lectures Strategy: Workshop Output: Quality Control Plan, Forms and Templates	