



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM  
SGOD-2025- 056

25 APR 2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Concerned Process Owners  
All Others Concerned

**QUALITY MANAGEMENT SYSTEM (QMS) STRUCTURE OF  
SCHOOLS DIVISION OF THE CITY OF BATAC (SDCB)**

1. The Schools Division of the City of Batac is committed to ensuring consistency in the delivery of quality services and fostering continuous improvement that will result in enhanced and sustained client satisfaction, consistent with DepEd Order 9, s. 2021 titled Institutionalization of the Quality Management System in the Department of Education.
2. In line with this, the office hereby issues the herein attached updated Quality Management System Structure of the SDCB effective immediately.
3. It is advised that all concerned personnel are task to perform the following functions:
  - a. ensure that the processes needed for the organization's QMS are established, implemented, and maintained;
  - b. ensure the promotion of regulatory and awareness of customer requirements throughout the organization; and
  - c. maintain the institution's compliance obligations.
4. For guidance and compliance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

NMU/ OM-QMSUpdatedStructure  
250005/April 21, 2025



SDCB RECORDS UNIT

2506473



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

**QUALITY MANAGEMENT SYSTEM (QMS) STRUCTURE OF  
SCHOOLS DIVISION OF THE CITY OF BATAC (SDCB)  
as of April 14, 2025**

**TOP MANAGEMENT: Schools Division Superintendent  
Assistant Schools Division Superintendent**

| Team                                           | In-Charge                  | Unit/ Section                    |
|------------------------------------------------|----------------------------|----------------------------------|
| <b>Quality Management Representative (QMR)</b> | Nemalyn M. Ulep            | SGOD                             |
| Deputy QMR                                     | Deejay R. Opelac           | SGOD                             |
| <b>QMS Head Secretariat</b>                    | Jocelyn L. Aribuabo        | SGOD                             |
|                                                | Judith Ivy R. Mangoba      | SGOD                             |
|                                                | Blesilda B. Antiporda      | CID                              |
|                                                | Divelyn P. Maddela         | CID                              |
|                                                | Geraldine O. Lao-at        | CID                              |
|                                                | Madeleine G. Ancheta       | OSDS                             |
|                                                | Kristine Joy B. Galasinao  | Records Section                  |
|                                                | Kristel Faye B. Pijera     | Cash Section                     |
|                                                | Angelica D. Obiano         | Asset Management Unit            |
|                                                | Andrew Joel Aniñon         | Accounting Section               |
|                                                | Flordeliza D. Agcaoili     | Human Resource Section           |
| <b>RISK MANAGEMENT TEAM (RMT)</b>              |                            |                                  |
| Team Leader                                    | Joycelyn P. Perdido        | CID                              |
| Deputy Team Leader                             | Jhon Rey D. Ortal          | CID                              |
| Members                                        | Marilou B. Sales           | Chiefs/ Head of Functional Units |
|                                                | Nemalyn M. Ulep            |                                  |
|                                                | Joel P. Malunao            |                                  |
|                                                | Jaquelyn P. Mendoza        |                                  |
|                                                | Jennifer C. Bungubung      |                                  |
|                                                | Edwin V. Tangonan          | Planning and Research Section    |
|                                                | Maritess D. Diego          | Health Section                   |
|                                                | Rhaian A. Gamet            | DRRM                             |
|                                                | Gerwin V. De la Rosa       | Legal- Designate                 |
| <b>QUALITY WORKPLACE TEAM (QWT)</b>            |                            |                                  |
| Team Leader                                    | Joel P. Malunao            | OSDS                             |
| Deputy Team Leader                             | Angelica D. Obiano         | Asset Management Unit            |
| Members                                        | Allan B. Garcia            | CID                              |
|                                                | Aileen V. Joaquin          | CID                              |
|                                                | Jodhel L. Penera           | Finance Section                  |
|                                                | Maribel A. Tutaan          | General Services Section         |
|                                                | Mikko A. Bautista          | OSDS                             |
|                                                | Florante Z. Bagaoisan, Jr. | OSDS                             |
|                                                | Gideon B. Bonifacio        | Human Resource Section           |
|                                                | Aileen T. Tolentino        | Accounting Section               |

| Team                                   | In-Charge                    | Unit/ Section                         |
|----------------------------------------|------------------------------|---------------------------------------|
| Members                                | Maurichy Alwenor C. Bandiola | Human Resource Section                |
|                                        | Jacqueline G. Abiño          | Education Facilities Division         |
|                                        | Rhaian A. Gamet              | DRRM                                  |
|                                        | Maritess D. Diego            | SGOD                                  |
|                                        | Mirasol V. Mangasep          | SGOD                                  |
| <b>KNOWLEDGE MANAGEMENT TEAM (KMT)</b> |                              |                                       |
| Team Leader                            | Reyna Monique L. Lanuza      | Records Section                       |
| Deputy Team Leader                     | Aubrey Marie R. Oasay        | CID, Learning Resource Section        |
| Members                                | Dale Justine S. Rabena       | CID                                   |
|                                        | Allan B. Garcia              | CID, Instructional Management Section |
|                                        | Marilou P. Omotoy            | CID, Instructional Management Section |
|                                        | Maricel N. Sonico            | CID, Office of the CES                |
|                                        | Divelyn P. Maddela           | ALS                                   |
|                                        | Mark Anthony R. Bensan       | ICTU                                  |
|                                        | Maribel A. Tutaan            | Administrative Section                |
|                                        | Vanessa Rose C. Quisquis     | Records Unit                          |
|                                        | Renalyn A. Rodrigo           | Accounting Section                    |
|                                        | Gerwin V. De la Rosa         | Legal Section                         |
|                                        | Claire Jasmin P. Cacatian    | Budget Unit                           |
|                                        | Ma. Veronica A. Cabangisan   | Cash Unit                             |
|                                        | Mark Lester Domingo          | Asset Management Section              |
|                                        | Maylene D. Yasay             | Human Resource Section                |
|                                        | Jhen Abigail O. Ruadap       | Office of the ASDS                    |
|                                        | Mikko A. Bautista            | Office of the SDS                     |
|                                        | Pauline Joyce F. Lopez       | BAC                                   |
|                                        | Dolores A. Ubiña             | SMME Section                          |
|                                        | Gilbert P. Isla              | Soc Mob Section                       |
|                                        | Mark Louie P. Duldulao       | HRD Section                           |
|                                        | Rhaian A. Gamet              | DRRM Section                          |
|                                        | Jacqueline G. Abiño          | Education Facilities Section          |
|                                        | Adelaida P. Manglal-lan      | Guidance and Counselling Section      |
|                                        | Jedidiah B. Jagto            | Medical Section                       |
|                                        | Chrisse Julianne R. Pugat    | SGOD, Office of the CES               |
|                                        | Deejay R. Opelac             | Planning Section                      |
|                                        |                              | Dental Section                        |
|                                        | Angelo M. Bangcud            | Youth Formation Section               |
|                                        | Edwin V. Tangonan            | Research Section                      |

| Team                                      | In-Charge                   | Unit/ Section                             |
|-------------------------------------------|-----------------------------|-------------------------------------------|
| <b>INTERNAL QUALITY AUDIT TEAM (IQAT)</b> |                             |                                           |
| Team Leader                               | Eldefonso B. Natividad, Jr. | CID                                       |
| Deputy Team Leader                        | Gladys B. Lampitoc          | CID                                       |
| Members                                   | Aileen V. Joaquin           | CID                                       |
|                                           | Opresinia Z. Castillo       | CID                                       |
|                                           | Maylene D. Yasay            | OSDS                                      |
|                                           | Reyna Monique L. Lanuza     | OSDS                                      |
|                                           | Jadley Mel P. Piso          | OSDS                                      |
|                                           | Jennifer C. Bungubung       | OSDS                                      |
|                                           | Ma. Veronica A. Cabangisan  | OSDS                                      |
|                                           | Mark Anthony R. Bensan      | OSDS                                      |
|                                           | Mark Louie P. Duldulao      | SGOD                                      |
|                                           | Edwin V. Tangonan           | SGOD                                      |
|                                           | Rhaian A. Gamet             | SGOD                                      |
|                                           | Jedidiah B. Jagto           | SGOD                                      |
|                                           | Jocelyn L. Aribuabo         | SGOD                                      |
|                                           | Maritess D. Diego           | SGOD                                      |
|                                           | Mirasol V. Mangasep         | SGOD                                      |
|                                           | Dolores A. Ubiña            | SGOD                                      |
| <b>TRAINING AND ADVOCACY TEAM (TAT)</b>   |                             |                                           |
| Team Leader                               | Marilou B. Sales            | CID                                       |
| Deputy Team Leader                        | Mark Louie P. Duldulao      | HRD Section, SGOD                         |
| Members                                   | Jocelyn L. Aribuabo         | SGOD                                      |
|                                           | Judith Ivy R. Mangoba       | SGOD                                      |
|                                           | Angelo M. Bangcud           | SGOD                                      |
|                                           | Gilbert P. Isla             | SGOD                                      |
|                                           | Dale Justine S. Rabena      | CID                                       |
|                                           | Zorayda S. Paguyo           | CID                                       |
|                                           | Eldefonso B. Natividad, Jr. | CID                                       |
|                                           | Geraldine O. Lao-at         | CID                                       |
|                                           | Renalyn A. Rodrigo          | OSDS                                      |
|                                           | Joycelyn P. Perdido         | Designated Information Officer            |
|                                           | Rhaian A. Gamet             | Designated Information Officer, Alternate |