



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

11 MAY 2026

No. 292, s. 2026

**TECHNICAL ASSISTANCE ON QUALITY MANAGEMENT SYSTEM (QMS)
DOCUMENTATION FOR SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order 9, s. 2021 titled, "Institutionalization of a Quality Management System in the Department of Education", the Schools Division of the City of Batac (SDCB) shall strengthen the SGOD Express through the provision of Technical Assistance (TA) to all schools from May 12-28, 2026.
2. The activity aims to improve the documentation processes of School QMS in accordance with the standards and guidelines set by NQMS.
3. Participants are the School Heads and their QMS Team Leaders. The activity shall accommodate three (3) schools per day (See attached Enclosure 1).
4. Participants are advised to bring their existing QMS documents and folders, as well as the necessary materials and equipment for the workshop, including printers, bond paper, and other related supplies. Participants shall also provide their own snacks and meals.
5. Teacher-participants who shall render services beyond regular working hours during the conduct of the activity shall be entitled to vacation service credits, while non-teaching personnel shall be granted Compensatory Time-Off (CTO) during holidays, subject to existing rules and regulations and pursuant to DepEd Order No. 53, s. 2003, titled Updated Guidelines on Grant of Vacation Service Credits to Teachers.
6. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: as stated
Reference: none
To be included in the Perpetual Index
Under the following subject:
MANUALS PROCEDURES FORMS

SGOD/amb/ QMS Documentation TA/Workshop
26008/ May 11, 2026



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 REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure 1:

LIST OF PARTICIPANTS

| DATE/ VENUE | REPRESENTATION | PERSONNEL INVOLVED PER SCHOOL | | |
|---------------------------------|----------------|-------------------------------|-----------------------------|------------------------------|
| | | CBNHS Pob | FEMSHS | CBNHS Rayuray |
| May 12, 2026 CBNHS Poblacion | School Head | DITAS G. DOMINGO | PEPSI P. DULDULAO | THELMA C. RUGUIAN |
| | QMR | MARK FABIAN N. VENTO | QUEENY JOYCE F. SEBASTIAN | KAREN MAE A. MANGALLAY |
| | QMS Head Sec. | MARY JOYCE B. AUSTRIA | LORIE MAE O. BENIGNO | CHRYSTELLE JADE D. DELA CRUZ |
| | KMT | NORALYN C. TANGONAN | CHARLENE CHRISTELLE MALUBAY | MARIELE MAE T. AMBROCIO |
| | IQA | CLARAFINA P. VERZOSA | MARICON A. SEGGAY | GLADYS MAE V. REYES |
| | QWT | JOMAR E. CALUYA | RODOLFO G. PINGAO | CLYDS DEO A. DAMASO |
| | TAT | RONALD T. VENTURA | MARK JANREE L. VALENCIA | MHELROSE GRACE E. UY |
| | RMT | NORMAN R. BATTULAYAN | FREDDIE S. ARIBUABO | ELIZABETH U. BLAS |

| DATE/ VENUE | REPRESENTATION | BNHS | CMVNHS | GARSHS |
|----------------------|----------------|--|------------------------------|-----------------------|
| May 14, 2026 BNHS | School Head | CONNIE MARIE ANGELIE MAE P. BALIGNASAY | GRACIALYNE L. AUSTRIA | CARMENCITA P. LORENZO |
| | QMR | JERSON SEBASTIAN | JULUET J. GALUTIRA | JOE JAYSON CALETENA |
| | QMS Head Sec. | MADDEL TAGATA | BRAULIO P. LAGADAN, 2ND | LIZA M. POSADAS |
| | KMT | RUBY LEAH JUSTO | CAROL ELIZABETH S. BAGAOISAN | MYKA B. VILLAFRANCA |
| | IQA | EVANGELINE BORJE | LOVELY JANE L. DURANTE | JESSICA R. CADANG |
| | QWT | DARWIN DELA CRUZ | LOIDA A. SILAO | GRACE D. CALDERON |
| | TAT | MARLON T. LUMANG | CHERRY ANN S. CLEMENTE | MICHELLE A. AGULAY |
| | RMT | JOSIE TARADEL | JUDITH P. SALUT | ROGER G. DANCEL |



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| DATE/ VENUE | REPRESENTATION | BMMES | Baay ES | San Mateo ES |
|-------------------------|----------------|---------------------------------|----------------------|------------------------|
| May 15, 2026 Baay ES | School Head | JOHNNY TALIOAGA | LILIBETH C. DIERPO | LEIANNE R. QUIOCHO |
| | QMR | MARIA THERESA BRENDA B. TAGUDIN | JULIE ANN D. TAGABAN | JUDITH B. PARBO |
| | QMS Head Sec. | DEONABEL L. BAPTISTA | REVELYN O. TESORA | GRACE ANGELU V. MARTIN |
| | KMT | KRISTINE ANN D. ASUNCION | SHELLA MAE D. GARCIA | JENNY ROSE T. PAGDILAO |
| | IQA | MARY JANE P. RUIZ | JEFF P. PUNGILAN | RONA S. MANARAN |
| | QWT | MARIBEL O. GIRON | SUERTE B. MATEO | JANE C. GONZALES |
| | TAT | EDYANN N. VILLALOBOS | NELVA O. GARCIA | CARYN V. RAGUDO |
| | RMT | LEA T. CAMANGEG | CHERRYL R. BONAGUA | SHEILA D. DELA CRUZ |

| DATE/ VENUE | REPRESENTATION | Biningan ES | Tabug ES | Baligat ES |
|--------------------------|----------------|------------------------------|------------------------|---------------------------|
| May 19, 2026 Tabug ES | School Head | OLIVETH M. JEREZ | ELEONOR B. RAMOS | JOLLIBELLE C. FRANADA |
| | QMR | MAY-ANN A. RUPISAN | NERISSA JOY B. REYES | WILFREDO BONAGUA |
| | QMS Head Sec. | DARRELLE JOY M. TACLAN | EVELYN A. BALINGIT | KRISTEL JHOY M. ARCEGA |
| | KMT | JODHEL L. PENERA | LEAG LYNE P. CABANOS | RACHEL ANN C. ROLDAN |
| | IQA | OLIVETH M. JEREZ | RHESA ELIJAH S. ABELLA | LEENIEH JANE AQUINO |
| | QWT | AILEEN GRACE A. DELOS SANTOS | NOLLAN M. GUILLERMO | SUZIE MARIE L. PAGTAMA |
| | TAT | JODHEL L. PENERA | ROMMEL S. VILLANUEVA | CHERRY JEAN O. DE LA CRUZ |
| | RMT | BRENDALEE C. PERALTA | JALYN A. ACCAD | ARLYN G. MANUEL |



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| DATE/ VENUE | REPRESENTATION | Parangopong ES | Rayuray ES | Dariwdiw ES |
|--------------------------------|----------------|------------------------|--------------------------|----------------------------|
| May 26, 2026 Parangopong ES | School Head | HAZEL B. DELA CRUZ | JASEN KYLE ORTAL | JOHN RESTY ARELLANO |
| | QMR | JAMIELEEN JOY SAGSAGAT | MARIA ANGELICA R. LAURIO | JENNIFER A. DELOS REYES |
| | QMS Head Sec. | BEATRIZ S. CAMANGEG | MARICEL R. MATA | DIVINE JESSICA P. CAMIRING |
| | KMT | MELPHA L. TABUNAN | MARINEL T. SAGUIGUIT | CARMELO F. BAUTISTA |
| | IQA | MICHELLE M. RANGA | ZOE L. PUYOT | MARYBETH D. AGUSTIN |
| | QWT | SHERYL G. SALAMASAN | CRISLEA R. AGANUS | JESICA P. BARTOLOME |
| | TAT | LAURENCE T. JUAN | JOSEPH C. QUILAL-LAN | RONA JANE M. PUNGILAN |
| | RMT | FEVIE L. MALAPIT | MARJORIE R. GABUTEN | CRYSTAL LHANE Q. AGDIGOS |

| DATE/ VENUE | REPRESENTATION | CAMES | HVMES | PQPES |
|-----------------------|----------------|-------------------------|-------------------------|-----------------------|
| May 27, 2026 CAMES | School Head | JENELYN B. ASUNCION | MELY E. REPOLLO | JOFREY C. BATAAN |
| | QMR | ROWENA B. FIESTA | MARLENE F. DICULEN | JOVELLE L. RAGUINDIN |
| | QMS Head Sec. | RALPH JAYSON T. SONICO | MARITES A. SAGUN | MARILEN C. ANDRES |
| | KMT | GELIENAH JOY A. SANTOS | EDDIEFEL M. RUIZ | LAILA GAIL R. ICUSPIT |
| | IQA | AIKEN JAY T. RESPICIO | MA. ANGELICA C. PARAOAN | DAISY S. LAGMAY |
| | QWT | LORY GRACE S. DELA CRUZ | MELVIL JOHN B. ICUSPIT | ZHORIEN JANE C. CACAS |
| | TAT | AILEEN M. FABRO | ANGELITO C. TAPAOAN | ROXANNE P. CARIAGA |
| | RMT | CHERYL ANN L. MARTINEZ | DIANE M. DE GUZMAN | MARICEL C. GANADO |



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| DATE/ VENUE | REPRESENTATION | Bil-loca ES | CMPEs | NCES |
|-----------------------------|----------------|----------------------------|-------------------------|------------------------|
| May 20, 2026 Bil-loca ES | School Head | ELDEFONSO B. NATIVIDAD, JR | ROCHELLE C. DULIG | JONALYN C. ULIT |
| | QMR | IAN JOY C. AGTINA | JAKE IAN D. POLENDEY | NORALYN I. FRANCO |
| | QMS Head Sec. | DEVIE R. MARZAN | JODHEL A. PENERA | LYNNIEL MARIE S. TAPAT |
| | KMT | MARIETTA OPELAC | MAY ANN A. ESPIRITU | AGNES A. BICERA |
| | IQA | CHRISTINE PARADO | LORRIE JANE F. QUIZQUIZ | HARLEAN C. ARELLANO |
| | QWT | DAVID RICK MANGLAL-LAN | JESAH MARIZZ E. BAL | IRISH T. BAYLON |
| | TAT | ANNAVEL IBUYAT | ZYREEN JOY G. SERVANES | MARY ANN P. CABANSAG |
| | RMT | TIRZHA ANTOINETTE GABUR | KRISTINE M. PUTULAN | MARY DEE C. CRISOSTO |

| DATE/ VENUE | REPRESENTATION | Baoa ES | Baoa East ES | Sumader ES |
|-------------------------|----------------|---------------------------|---------------------------|---------------------------|
| May 21, 2026 Baoa ES | School Head | JOHN N. JEREZ | EDWIN V. TANGONAN | JUDELYN B. AGULAY |
| | QMR | LORENA AGLOCO SUGUI | REGIE P. LIZARDO | MARK ANTHONY D. DICULEN |
| | QMS Head Sec. | MARI MAR CRUZ | JOANA THERESE R. SABAS | CANDY MAE G. DE LA CRUZ |
| | KMT | BERNADETTE SERENO | BLESSIE IMEE T MANUEL | SHELA GRACE BATTULAYAN |
| | IQA | CECILE ANDAY | LIZA LYNDA B. TAGUDIN | GENEDINE T. DUTDUT |
| | QWT | GENELYN Q. CASTILLO | SHANA RYLLE MAE P. RIVERA | BERNADETTE M. CLEMENTE |
| | TAT | EMELY M. PADULIP | ESTELLA MARIEZ T. CORTEZ | PHOEBE RUTH S. GABRIEL |
| | RMT | MARY CHARLAINE B. BITANGA | MARIZE G. VILLA | SHIRLEY MARILOU A. BODINO |



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| DATE/ VENUE | REPRESENTATION | Camandingan ES | MQES | Colo-Mabaleng ES |
|--------------------------------|----------------|-------------------------|-------------------------|---------------------------|
| May 22, 2026 Camandingan ES | School Head | LOVELLA J. GALUT | RYAN C. RAMOS | FLORDELIZA C. CACAYAN |
| | QMR | MICHELLE JOY G. DALAN | MELODY V. AGUINALDO | ETHEWALDA D. DAGA |
| | QMS Head Sec. | LOVELYN A. RATUITA | WENDYKEETH L. GAOAT | HAYDEE B. AGUBITIN |
| | KMT | KIMMY KATE M. BUTAY | DIANE JOYCE P. CASTRO | CHONA G. VALDEZ |
| | IQA | GIRLIE M. UCOL | VIOLETA C. RODRIGUEZ | ILYN M. VENTURA |
| | QWT | JULIET M. LAFORGA | MARICES M. CASTRO | LADY CELERINA M. CALUYA |
| | TAT | GILDA G. ACOSTA | JENELLA ANNE G. MORALES | CAMILLE R. PARUBRUB |
| | RMT | RUBY ANN P. CONSTANTINO | RENATO R. QUIOCHO JR. | FRITZ GERALD R. DELA CRUZ |

| DATE/ VENUE | REPRESENTATION | MMMES | Mangunag ES | Payao ES |
|-----------------------|----------------|--------------------------|---------------------|--------------------------------|
| May 25, 2026 MMMES | School Head | LORELYEE F. BATUCAL | TORIBIO D. MARTIN | CRISTINA G. PACULAN |
| | QMR | ELIZA S. AGCAOILI | ROMA BERNA RUBIO | ARA CAMILLE P. VELASCO |
| | QMS Head Sec. | ROSALINA D. CULANGEN | MARICEL N. SONICO | ROJANIE SACUBO |
| | KMT | ROXANNE JANE M. SABAS | CAMILLE P. SALVIEJO | MARICON P. GAPAS |
| | IQA | CHRISTIE C. PATRICIO | KRIHS ANNE PAGALA | HENESSY C. MATA |
| | QWT | FILIPINAS F. SIBUCAO | JULI ANN CALIVOSO | TANYA FAYE B. CALACAL |
| | TAT | MARY GENEVIEVE A. AGLOCO | GLENYS P. DOMINGO | BEULAH HEPZIBAH T. MANGLAL-LAN |
| | RMT | EDALINE U. DUYOR | GAUDENCIA ALIBUYOG | LORNA C. ABAD |



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| DATE/ VENUE | REPRESENTATION | Quiling ES | Nagbacalan ES | CBNHS Payao |
|--------------|----------------|---------------------------|----------------------|----------------------------|
| May 28, 2026 | School Head | JOYCELYN P. PERDIDO | DARWIN F. ASPILI | RANDOLF BRIAN A. CABANATAN |
| Venue: TBA | QMR | GLEN JAYSON L. FRANCO | ROGER L. IBE | JUDELYN G. BUMANGLAG |
| | QMS Head Sec. | JAMAICA D. PAGALA | JOCELYN B. QUISQUIS | CHRISTOPHER TAMBOGON |
| | KMT | RICHELLE P. ADINA | KAREN KAY D. GARCIA | LEILANI M. RASCO |
| | IQA | LAURINE KIER B. PANLUCENO | ISABEL M. AGUNAT | MYLYN GALIMBA |
| | QWT | ANASTACIA D. PERALTA | JANICE T. GARCIA | ROVIJOY R. BALDONADO |
| | TAT | JIM CESAR G. BAYLON | JONEL B. BARRUGA | ROJANIE SABUCO |
| | RMT | IRISH QUEENIZOE V. LAUD | MICHELLE P. MACADAEG | ELSIE M. DAGA |

TECHNICAL ASSISTANCE PROVIDERS

| NAME | POSITION | REPRESENTATION |
|-------------------------|----------------------------------|------------------------------------|
| NEMALYN M. ULEP | Chief Education Supervisor, SGOD | Quality Management Representative |
| ANGELO M. BANGCUD | Project Development Officer I | QMS Head Secretariat |
| REYNA MONIQUE L. LANUZA | Administrative Officer IV | Knowledge Management Team Leader |
| JOCELYN L. ARIBUABO | Education Program Supervisor | Internal Quality Audit Team Leader |
| ANGELICA D. OBIANO | Administrative Officer IV | Quality Workplace Team Leader |
| MARILOU B. SALES | Chief Education Supervisor, CID | Training and Advocacy Team Leader |
| JOEL P. MALUNAO | Administrative Officer V | Risk Management Team Leader |



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