



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



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



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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	CHRISTELLE JADE D. DELA CRUZ
	KMT	NORALYN C. TANGONAN	CHARLENE CHRISTELLE MALUBAY	MARIELE MAE T. AMBROCIO
	IQA	CLARAFINA P. VERZOSA	MARICON A. SEGGAY	RENITA M. FIESTA
	QWT	JOMAR E. CALUYA	RODOLFO G. PINGAO	CLYDS DEO A. DAMASO RUBBIE JANE R. FLOJO
	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. VILAFRANCA
	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	SHEILLA 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 (QMR)
DEEJAY R. OPELAC	Planning Officer III	Deputy QMR
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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