



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 7, 2024

REGIONAL MEMORANDUM

No. **255** s. 2024

**CAPACITY-BUILDING ON THE IMPLEMENTATION OF THE NATIONAL
QUALITY MANAGEMENT SYSTEM FOR SCHOOLS
DIVISION OFFICES**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

- Concerning DepEd Order No. 009, s. 2021, "Institutionalization of a Quality Management System in the Department of Education," this Office, through the Human Resource Development Division (HRDD), announces the conduct of the **Capacity-building on the Implementation of the National Quality Management System (NQMS) for Schools Division Offices (SDOs)** on May 13 – 14, 2024 (Batch 1) and May 16 – 17, 2024 (Batch 2) at the RELC-NEAP, Training Hall 2, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
- The activity aims to (a) orient the participants on the Department's purpose in institutionalizing a National QMS, including the Quality Policy, QMS Structure, and the QMS Teams' Terms of Reference, (b) describe the processes involved and documentary requirements needed in the QMS implementation, and (c) draft Planning Documents and Operations Manual.
- The participants in this activity are listed below.

Office/Participants	No. of Participants
Regional Office	
Top Management	2
Quality Management Representative	1
QMS Teams' Chairpersons	5
QMS Secretariat/Program Management Team	2
Total	10
Schools Division Offices	
Quality Management Representative	1
QMS Teams' Chairpersons	5
QMS Secretariat	1
Total	7 participants per SDO

- The SDOs of Baybay City, Biliran, Borongan City, Calbayog City, Catbalogan City, Eastern Samar, and Leyte belong to Batch 1 whereas the SDOs of Maasin City,

Northern Samar, Ormoc City, Samar, Southern Leyte, and Tacloban City shall be in Batch 2.

5. Enclosed is the Program of Activities for reference.
6. For inquiries and concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
7. Expenses for the meals of the participants and venue rental shall be charged against HRDD Local Funds while the accommodation and travel expenses of SDO participants shall be charged to their Local Funds, subject to the existing accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director ✓

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:

CAPACITY-BUILDING

QMS

SDO

HRDD-DSS





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Enclosure to Regional Memorandum No. **255**, s. 2024

**Capacity-Building on the Implementation of the National Quality Management System for
Schools Division Offices**

RELC - NEAP, Training Hall 2
May 13 - 14, 2024 (Batch 1)
May 16 - 17, 2024 (Batch 2)

Time/Day	Day 1	Day 2
8:00 - 8:30 a.m.	Arrival & Registration of Participants	Preliminaries
8:30 - 9:00 a.m.	Opening Program	Workshop: Planning Documents and Operations Manual
9:00 - 10:30 a.m.	Inputs on DO No. 009, s. 2021	Presentation and Critiquing of Outputs
10:30 - 12:00 p.m.	Walkthrough of the QMS Manual	
12:00 - 1:00 p.m.	Lunch	Closing Program
1:00 - 3:00 p.m.	Walkthrough of the PAWIM	Going Home
3:00 - 5:00 p.m.	Organizing Planning Documents	

Prepared by:

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Noted by:

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