
	<p style="text-align: center;"> Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City DIVISION MEMORANDUM </p>		<p> Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018 </p>
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DIVISION MEMORANDUM
DM-2020-044

TO : All School Heads, Designated Document Controllers and Designated Auditors of Elementary and Secondary Schools in the Division

FROM : Schools Division Superintendent

SUBJECT : QMS Training for Awareness and Documentation (Phase I)

DATE : February 05, 2020

1. To empower all the School Heads of the elementary and secondary schools in the Division for them to become effective and efficient instructional leaders and administrative managers and to capacitate the Designated Document Controllers and Designated Auditors for them to become an active part of the transformation of their schools' processes, procedures and operations in responding to the needs of their clientele, the Schools Division Office of Alaminos City will conduct a Quality Management System (QMS) Training for Awareness and Documentation (Phase I) on February 12, 13 and 14, 2020 at the La Esplanada Transient House, Brgy Lucap, Alaminos City.
2. All School Heads, including the designated Document Controllers and Auditors are enjoined to attend the said three-day training and are instructed to bring with them their snacks and lunch for three days, laptops and extension wires. Ms. Marivic Mediavillo, a specialist on the QMS, will serve as the Resource Person who will be sharing her expertise as regards the key topic.
3. Attendance is a must and proxies are not allowed. Attached to this Division Memorandum is the complete list of participants who are enjoined to attend the QMS training, the training matrix to be followed.
4. For your information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO VI
 Schools Division Superintendent

QUALITY MANAGEMENT SYSTEM TRAINING FOR DOCUMENTATION

Phase I

LIST OF DOCUMENT CONTROLLERS AND AUDITORS

	NAME OF SCHOOL	NAME OF SCHOOL HEAD	DOCUMENT CONTROLLER	AUDITOR
1	Alaminos Central School	Leila T. Capitle	1.Jossie R. Parilla 2.Sharon M. Arandia 3.Andrea C. Rodriguez 4.Florlina N. Orfinada 5.Angelica C. Abongan	1. Celia R. Quintinita 2. Marilou R. Tugade 3. Athena P. Dubla 4. Ademar C. Quodala 5. Diosdado M. Rivera
2	Alos ES	Ligaya R. Ison	1.John Moises O. Reate 2.Mary Jane B. Cuarteron 3.Mark Denver C. Rabanal	1. Jocelyn B. Marquez 2. Julie B. Ancheta 3. Miamie L. Sison
3	Amandiego ES	Emelyn D. Razote	1. Katrina Jhoy R. Mariano 2. Geralyn P. Inacay 3. Joan P. De Leon	1. Melanie D. Vesquira 2. Carleen C. Radam 3. Helen R. Wamil
4	Amangbangan ES	Frelinda N. Medrano	Sarah N. Mendez	Marites S. Ladia
5	Balangobong ES	Jackeline R. Bermundo	Leonora N. Maquiñana	Cagne D. Villafania
6	Balayang ES	Jinky F. Ubando	Janin M. Caberto	Edelyn B. Cacho
7	Baleyadaan ES	Nancy A. Balgua	Aura D. Esparaz	Mildred R. Razote
8	Bisocol ES	Belinda P. Rabanillo	Elisa G. Asia	Gemma D. Asia
9	Bolaney ES	Digna R. Basobas	Mona Liza R. Balitao	Mary Jane R. Tadena
10	Bued ES	Genalyn M. Tobias	1. Mary Grace R. Laguisma 2. Alexander B. Rantayo 3. Joyce Ann C. Sindayan	1. Edwin S. Claridad 2. Alicia A. Celino 3. Ericson M. Billon
11	Cabatuan ES	Noel A. Gerolaguin	Odessa R. Nicolas	Maria Luz B. Garcia
12	Cayucay ES	Elizabeth A. Tandec	1. Alphie Z. Dauplo 2. Teresa C. Veloria 3. Rosebel L. Dela Cruz	1. Analyn D. Bautista 2. Areanne Zuzeth C. Alvarez 3. Ronalyn Cajigal
13	Dulacac ES	Dr. Concepcion R. Caracas	Dr. Hermenegilda R. Mendez	Herminia C. Odnoy
14	Inerangan ES	Bernard P. Bacolcol	1. Maria Eloisa B. Lannao 2. Jens Kevin N. Espina 3. Kyenn Dianne D. Deogracias	1. Ruby R. Aquino 2. Rosario R. Agosto 3. Jenefer C. Tanda
15	Landoc ES	Geraldine T. Raon	Sheryl T. Lopez	Ma. Alma P. Sison
16	Longos ES	Edward B. Finez	Nerissa L. Tobias	Anabelle V. Rendon
17	Linmansangan ES	Dexter G. Domaguin	Daisy D. Rausa	Christine Candy B. Rivera
18	Lucap ES	Rosemarie E. Sison	1. Ma. Teresa R. Laguisma 2. Maria Clarisa B. Balagot 3. Rosita V. Beniola 4. Gemma R. Valdez 5. Cherry F. Jimenez	1. Marjolu O. Rivera 2. Rovelyn B. Capinpin 3. Jocelyn C. Lipata 4. Lalaine Dimple D. Rimando 5. Sally R. Pagal
19	Maawi ES	Florence B. Perez	Rona R. Baldon	Ednalyn R. Blanca
20	Magsaysay ES	Rolando R. Viray	1. Karen C. Abarra 2. Bienly F Racraquin 3. Rosalyn B. Macaraeg	1. Raquel B. Lising 2. Beryl A. Santos 3. Leonida B. Ginez

1	Maliga ES	Dr. Sherryl R. Valdez	Melody B. Dona	Mary Ann B. Bernas
22	Mona ES	Jimmy Brondial	1. Angelo C. Tala 2. Clarissa Mae S. Tamayo 3. Cherry G. Cabilic	1. Norminda P. Gripon 2. Maricel M. Bez 3. Monalisa M. Camba
23	Palamis ES	Virgina T. Anselmo	1. Rosita J. Cardona 2. Catherine D. Rafanan 3. Robie Ann M. Ginez	1. Marlene D. Barcelona 2. Marijo R. Marcelo 3. Rean A. Fernandez
24	Pandan ES	Gina R. Mendez	Rosilyn O. Tadeo	Crezelda D. Sinacruz
25	Pangapisan IS	Edward B. Finez	1. Renato N. Ancheta 2. Babyrose O. Gonzales 3. Leovanny A. Aglibot	1. John Julious Campued 2. Karen Mae M. Estepa 3. Michael B. Baltazar
26	Pogo ES	Zita C. Balgua	1. Jocelyn D. Reyes 2. Joan Q. Alcedo 3. Mark Ray F. Celeste	1. Jerald A. Tolentino 2. Maribel P. Fernandez 3. Rowena A. Purganan
27	Polo ES	Cherrie G. Sindayen	1. Jocelyn R. Gameng 2. Ma. Cristina C. Dabu 3. Virginia E. Asto	1. Helen R. Castrence 2. Catherine G. Villanueva 3. Mercy P. Cativo
28	Popantay ES	Mansour B. Ragudos	1. Wenilyn R. Dela Cruz 2. Nur Jinnah T. Ragudos 3. Joann P. Villafania	1. Clarinda B. Alcantara 2. Fe Amor C. Ibe 3. Roque S. Benitez
29	Quibuar ES	Brando A. Cabatbat	Rovelyn V. Camba	Aileen P. Balgua
30	Sabangan ES	Dr. Jerry R. Jimenez	1. Ma. Junelyn R. Blanco 2. Albert P. Bergonia 3. Jener P. Montemayor	1. Lourdes B. Espelita 2. Glyn B. Quintinita 3. Eden Grace K. Ignacio
31	San Jose ES	Nancy C. Bravo	Jay-ar A. Cabansag	Josephine Hidalgo
32	San Roque ES	Stephanie P. Ferrer	Shaina T. Ramos	Junard B. Garcia
33	San Vicente ES	Shirley P. Enerva	1. Pablo R. Somera 2. Kristoffer A. Rivera 3. Mavelyn A. Rivera	1. Mila Emma R. Ragudos 2. Charito B. Brozas 3. Mary Jean N. Racraquin
34	Sta. Maria ES	Josephine L. Adviento	Ilyn B. Boado	May Ann T. Ramos
35	Tangcarang ES	Gladys C. Maizano	1. Luzviminda R. Calzo 2. Cynthia B. Dizon 3. Edgielyn V. Bacallo	1. Sophia B. Ramos 2. Ofelia R. Dudas 3. Mayla R. Balute
36	Tawintawin ES	Diana E. Gerolaguin	Rose Ann P. Soriano	Shella-mae Q. Bergonia
37	Telbang ES	Amparo D. Reynaldo	1. Alma R. Tucay 2. Dayana C. Reyes 3. Diane T. Paz	1. Janith R. Abarra 2. Nilda R. Catabay 3. Ailene V. Reynaldo
38	Victoria ES	Marites R. Rabaja	1. Rigena N. Paz 2. Mary Jane A. Ragudos 3. April Dawn V. Camero	1. Lorena R. Balneg 2. Maricel N. Domingo 3. Christian Sin P. Abarra
39	ACNHS	Ricardo D. Adviento	1. Jose M. Radoc, Jr. 2. Marinel N. Sison 3. Robe Rose S. Gubatan 4. Mark Dexter R. Espinosa 5. Virginia B. Marteja	1. Lorna E. Cabanayan 2. Jose Ramil A. Sibun 3. Florencio C. Valdez 4. Gina O. Liwanag 5. Emily V. Untalasco
40	Alos NHS	Rey B. Pascua	1. Benedicta B. Santos 2. Christopher C. Montemayor 3. Rosalie O. Humilde 4. Joy P. Altamirano 5. Florami C. Blanza	1. Dr. Benjamin B. Rabago Jr. 2. Amador S. Abarra 3. Bernardino D. Camba 4. Josefina V. Nesperos 5. Minerva M. Velano
41	Cayucay NHS	Ronald R. Balgua	1. Danilo C. Caracas 2. Cristina R. Casas 3. Reziel S Malle	1. Shiela O. Daquiz 2. Katreen Aleah M. Pulido 3. Jane F. Calicdan

42	Ildefonso Quimson Community HS	Dr. Robert V. Flores	1. Jerlyn B. Miranda 2. Ever Lyn R. Navarro 3. Edgar I. Europa	1. Normie C. Onia 2. Crispola M. Domincil 3. Edelyn A. Mendez
43	Inerangan NHS	Dr. Jose Gerardo R. Garcia	1. Joan Thess T. Pamo 2. Julie Maida I. Bergonia 3. Bernadette N. Celino	1. Alan N. Bacolcol 2. Yolanda O. Cortez 3. Jefferson S. Raquel
44	Polo NHS	Ruby Lee T. Pison	1. Keanne M. Jimenez 2. Babylyn R. Sindayen 3. Anabelle A. De Leon	1. Lailane O. Baniqued 2. Mary Grace P. Gulen 3. Leonila L. Jimenez
45	San Vicente NHS	Perla P. Pascua	1. Dr. Cynthia B. Tablang 2. Jinky T. Santos 3. Maryan Rapues 4. Jhoann Alcantara 5. Jonnalyn Castro	1. Gemma R. Briones 2. Ma. Rosario R. Parco 3. Betty T. Roy 4. Reden S. Rabot 5. Gloria P. Piol
46	Telbang NHS	Rowena R. Signey	1. Federico T. Lopez, Jr. 2. Dionivic R. Rafanan, Jr. 3. Roxelle Mundo 4. Lauro Malcevino 5. Anna Fe J. Laguisma	1. Joseph Casipit 2. Jenie B. Banogon 3. Maribel Gonzales 4. Almarie Joy Onza 5. John Dave Racuya

QUALITY MANAGEMENT SYSTEM TRAINING FOR DOCUMENTATION

(Phase 1)

February 12, 2020

(Day 1)

Morning Session

- Background of Quality Management System (QMS)
- Principles and Requirements for QMS Certification

Afternoon Session

- QMS Structure and Interpretation

WORKSHOP

1. Determination of Internal and External Factors
2. Determination of Interested Parties, Needs and Expectation
3. Creation of SWOT
4. Formation of QMS Core Team Per School

Required Participants: All School Heads and Audit Team per school

February 13, 2020

(Day 2)

Lecture

1. QMS Expectation on Documented Information
2. Levels of Documentation
3. Major Stages of Establishing System Documentation
4. Administration of Document
5. Documentation System Flow
6. Document vs. Record
7. QMS Documentation(Guidelines, Approach, Format)
8. Control of Documents
9. Control of Records

Required Participants: All School Heads and Document Controllers Per School

February 14, 2020

(Day 3)

Workshop

Preparation of Manual Procedures and Applicable Forms per Procedure

Required Participants: All School Heads and Document Controllers Per School