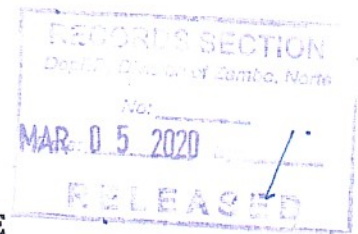




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Division Memorandum
 No. 108, s. 2020

To: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Administrative Officer-V
 Division Sections/Unit Heads
 Public School District Supervisors
 Manukan NHS Principal
 Piñan CS Principal
 All Others Concerned
 This Division

From: *Liza R. Tabilon*
MA. LIZA R. TABILON EdD, CESO V
 Schools Division Superintendent

Subject: Addendum to the Division Memo No. 072, s. 2020 (Establishment of the Schools Division QMS Structure): Addition of QMS Secretariat to SD QMS Structure

Date: February 28, 2020

1. The QMS Secretariat is added to the SD QMS Structure established pursuant to Division Memorandum No. 072, s. 2020 with inherent function to set venue of meetings and record proceedings relative to QMS. Hereunder is the new SD QMS Structure:

QMS Council	SDS as Chairperson Members of the Executive Committee
QMS Assurance	SGOD Chief as Chairperson Members: CID Chief Administrative Officer V Manukan NHS Principal Piñan CS Principal
*QMS Secretariat	Head: Project Development Officer I Members: Project Development Officer I Administrative Assistant
QMS Internal Quality Audit	Lead Auditor: Sr. Educ. Program Specialist - SMME Members: Education Program Supervisors



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	Senior Educ. Prog. Specialist – P&R Senior Educ. Prog. Specialist – SMN Administrative Assistant/Aide
QMS Documents and Records Control	Head: Project Development Officer-I Members: Project Development Officer-I Librarian Admin. Assistant
QMS Workplace, Risk and Opportunity Management Committee	Head: Administrative Officer V Members: DepED Engineers DRRM Focal Finance Head
QMS Information, Communication, Knowledge, Training & Continuous Improvement Committee	Head: CID Chief Members: Education Program Supervisors Public School District Supervisors Learning Resource Management & Development System Unit Alternative Learning System Unit Senior Educ. Prog. Specialist – HRD

2. Widest dissemination of and compliance with this Memorandum is hereby directed.

jlp/JLS/SD QMS Structure/SGODCES/DM005-2020/02282020



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Enclosure 2. TERMS OF REFERENCE

The specific roles and responsibilities that each office in the QMS Structure fulfills are as follows:

QMS COUNCIL

Composition: SDS as Chairperson
 Members: SD Executive Committee

Duties and responsibilities:

1. Spearhead the establishment, implementation, and monitoring of the SD QMS;
2. Ensure effectiveness of the SD QMS through risk-based thinking;
3. Establish and communicate quality policy;
4. Ensure that quality objectives are established;
5. Communicate the importance of meeting customer requirements;
6. Determine and provide necessary resources and ensure that they are adequately available;
7. Ensure quality work environment for the employees in the organization; and
8. Conduct Management Review Meetings.

QMS ASSURANCE COMMITTEE

Composition: SGOD Chief as Chairperson
 Members: CID Chief
 Administrative Officer V
 Manukan NHS Principal
 Piñan CS Principal

Duties and responsibilities of the Chairperson:

1. Oversee the establishment, documentation and effective implementation of the QMS;
2. Promote risk-based thinking in overseeing the effectiveness of the QMS;
3. Act as liaison within external parties or matters relating to QMS;
4. Ensure that procedures for IQA, Management Review, and Corrective Actions are established and implemented; and
5. Report QMS performance to Top Management Review and continual improvement

Duties and responsibilities of the Members:

1. Support the QA Head in the effective planning, implementation, and continual improvement of the established QMS;
2. Represent the process owners at their area of responsibility; and
3. Report to the QA Head its QMS performance and opportunity for improvement, if any.

In order to ensure effective and efficient implementation of the SD QMS the committee



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shall also:

1. Ensure that all required documented information are established and implemented;
2. See alignment of QMS direction with DEDP objectives and targets and Functional/Division/Section/Unit functions and job descriptions;
3. Upon adoption of quality objectives, ensure that the same are adhered to at relevant functions within the organization;
4. Manage the effective delivery of specific outputs in-line with the QMS; and
5. Plan and direct effective deployment and efficient use of resources e.g. human, financial (including the drawing up of QMS-related budget) and other physical resources.

***QMS SECRETARIAT**

Composition: Head: PDO I, Youth Formation Section
 Members: PDOI, Youth Formation Section
 Administrative Assistant III, OSDS
 Administrative Assistant III, OSDS

Duties and responsibilities:

1. Set venue of the meetings and/or convergences relative to QMS
2. Record meeting proceedings

QMS INTERNAL QUALITY AUDIT (QMS-IQA) COMMITTEE

Composition: Lead Auditor: SEPS School Management Monitoring & Evaluation Unit
 Members: Education Program Supervisors, CID
 SEPS, Planning & Research Unit
 SEPS, Social Mobilization and Networking Unit
 ADAS III, OSDS
 ADA VI, Administrative Services Unit
 ADAS II, Administrative Services Unit

Duties and responsibilities:

1. Conduct internal quality audit once every quarter prior to the Stage 1 audit, once every semester after obtaining ISO-certification and at least annually after the 2nd surveillance visit to determine conformity of the QMS to the planned arrangements, to the requirements of the International Standard and to the quality management system requirements established by the SDO;
2. Determine whether the SD QMS is effectively implemented and maintained;
3. Prepare audit plan.
4. Coordinates, facilitates and implements the SDO's Audit Program;
5. Provide inputs during management review regarding audit findings;
6. Monitor and maintain documented information as evidence of implementation and corrective action/s taken;
7. Implement procedure for IQA; and
8. Provide criteria for the selection of Internal Quality Auditors.



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**QMS DOCUMENTS AND RECORDS CONTROL COMMITTEE
 (QMS SECRETARIAT)**

Composition: Head: PDO-I, Youth Formation Section
 Members: PDO-I, Youth Formation Section
 Librarian, Learning Resources Management Dev't. System
 Administrative Assistant-III, OSDS
 Administrative Aide – VI, CID

1. Provide administrative support to the QMS Core Committee in its area/s of responsibility (such as but not limited to: budget preparation; coordination of meetings,
2. Maintain the orderliness and cleanliness of the SDO Quality Assurance Center and ISO Repository;
3. Provide logistical requirements;
4. Provide highlights of meetings;
5. Coordinate with officials and consultants; and
6. Ensure the coordination between and among members of the QMS Core Team in their area/s of responsibility (such as but not limited to: coordination of the implementation of directions set; and coordination of submissions and deadlines).

7. Ensure all documented information are properly maintained and retained;
8. Ensure versions of relevant documented information are available at point of use;
9. Prevent unintended use of obsolete, as well as the unauthorized use of relevant documented information;
10. Ensure traceability of all documented information;
11. Ensure proper labelling, storage and protection of files following retention periods, proper labelling of filing equipment, segregation of active from inactive files;
12. Dispose obsolete documented information; and
13. Keep the documented information procedure updated and consistently implemented.

QMS WORKPLACE, RISK AND OPPORTUNITY MANAGEMENT COMMITTEE

Composition: Head: Administrative Officer V
 Members: Accountant, Finance Unit
 Education Program Supervisor, SGOD
 SEPS Social Mobilization and Networking Unit
 PO III, Planning and Research Unit
 Engineer, Education Facility Unit
 PDO-II, Disaster Risk Reduction Management Unit

- Oversight functions:
1. Ensure that the established risk controls and opportunity management related activities are consistently implemented;
 2. Formulate and coordinate effective and efficient use of risk control tools; and



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3. Ensure that risk and opportunity-related information are maintained and retained.

QMS INFORMATION, COMMUNICATION, KNOWLEDGE, TRAINING AND CONTINUOUS IMPROVEMENT COMMITTEE

Composition: Head: CID Chief

Members: Education Program Supervisors, CID & LRMS
SEPS, Planning and Research Unit
SEPS, Human Resource Development Unit
IT Officer, OSDS

1. Determine the knowledge, information and communication necessary for the operation of processes for achieving conformity of services.
2. Coordinate with the different agencies to acquire additional knowledge, information, update the organizational knowledge storage and communicate the same for wide dissemination;
3. Ensure that the organization's knowledge and information is responsive to changing needs and trends; and
4. Maintain organizational knowledge and information and information storage and make it available to the extent necessary.



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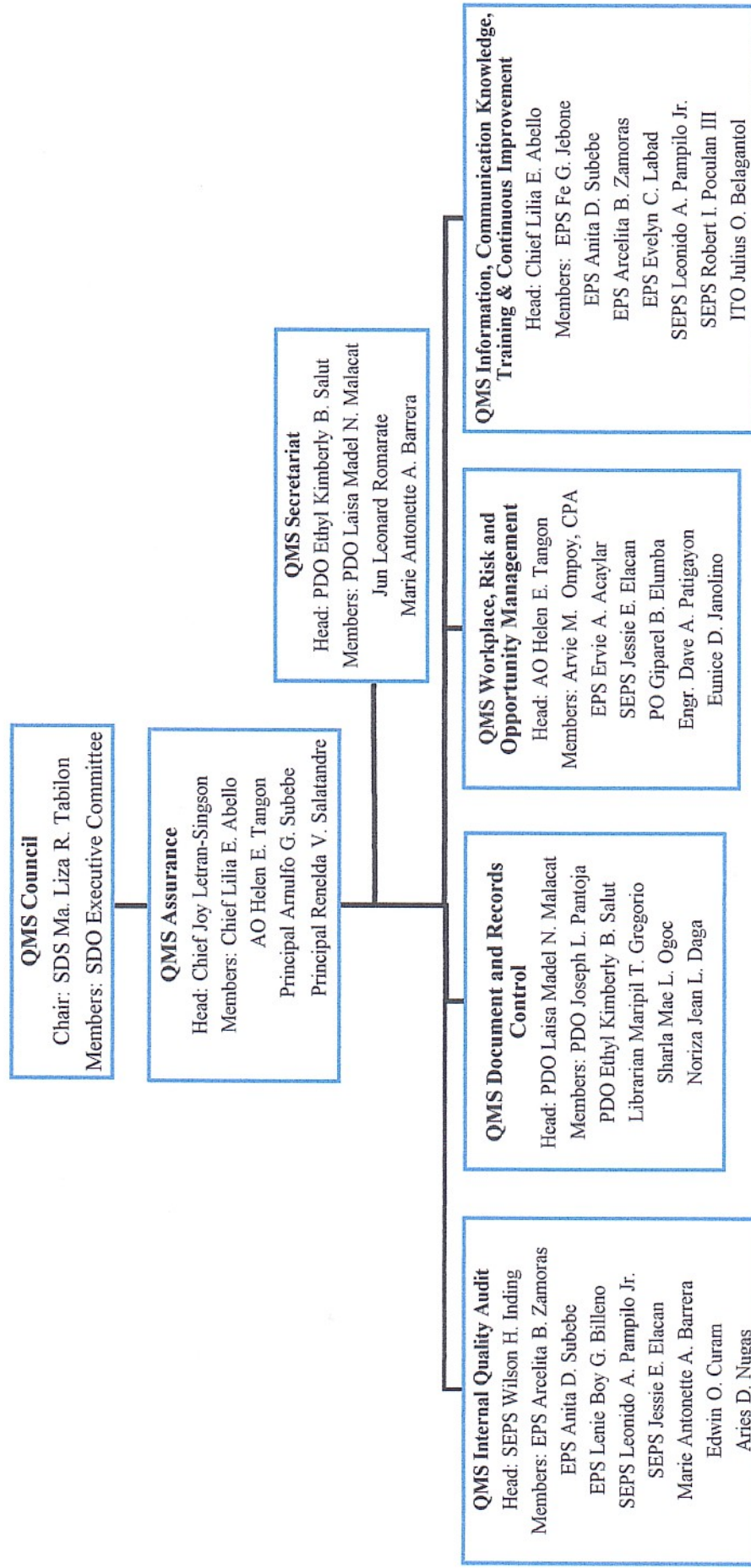


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Annex 1. QUALITY MANAGEMENT SYSTEM ORGANIZATION STRUCTURE



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