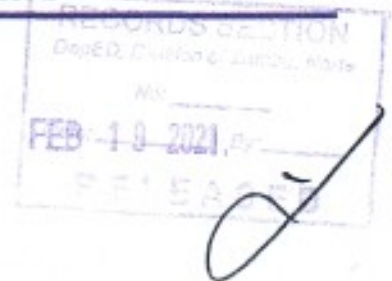




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Division Memorandum  
No. 61, s. 2020



To: Assistant Schools Division Superintendent  
Chief Education Supervisors CID & SGOD  
Sections/ Unit Heads  
Principals of Manukan NHS  
Piñan CES  
All Others Concerned

From: *-f.a. 1*  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

Subject: Reconstitution of the SDO-ZN QMS Organizational Structure and Terms of Reference

Date: February 15, 2021

1. In view of providing clarity and consistency of assigned responsibilities and workflow for a full implementation of the SDO Zamboanga del Norte Quality Management System, this Division hereby informed all concerned of the reconstitution of committee members of the SDO ZN QMS Organizational Structure and their respective duties and responsibilities outlined in the terms of reference found in enclosures 1 and 2 for reference.
2. All previous issuances inconsistent with this Memorandum are hereby repeal, superseded and amended, accordingly.
3. Immediate and wide dissemination of this Memorandum is desired.

Enclosure 1. Reconstituted SDO ZN QMS Organizational Structure  
Enclosure 2. Terms of Reference

QMSSECkbs/Reconstitution of SDO QMS Organizational Structure and TOR/DM002-2021/02152021





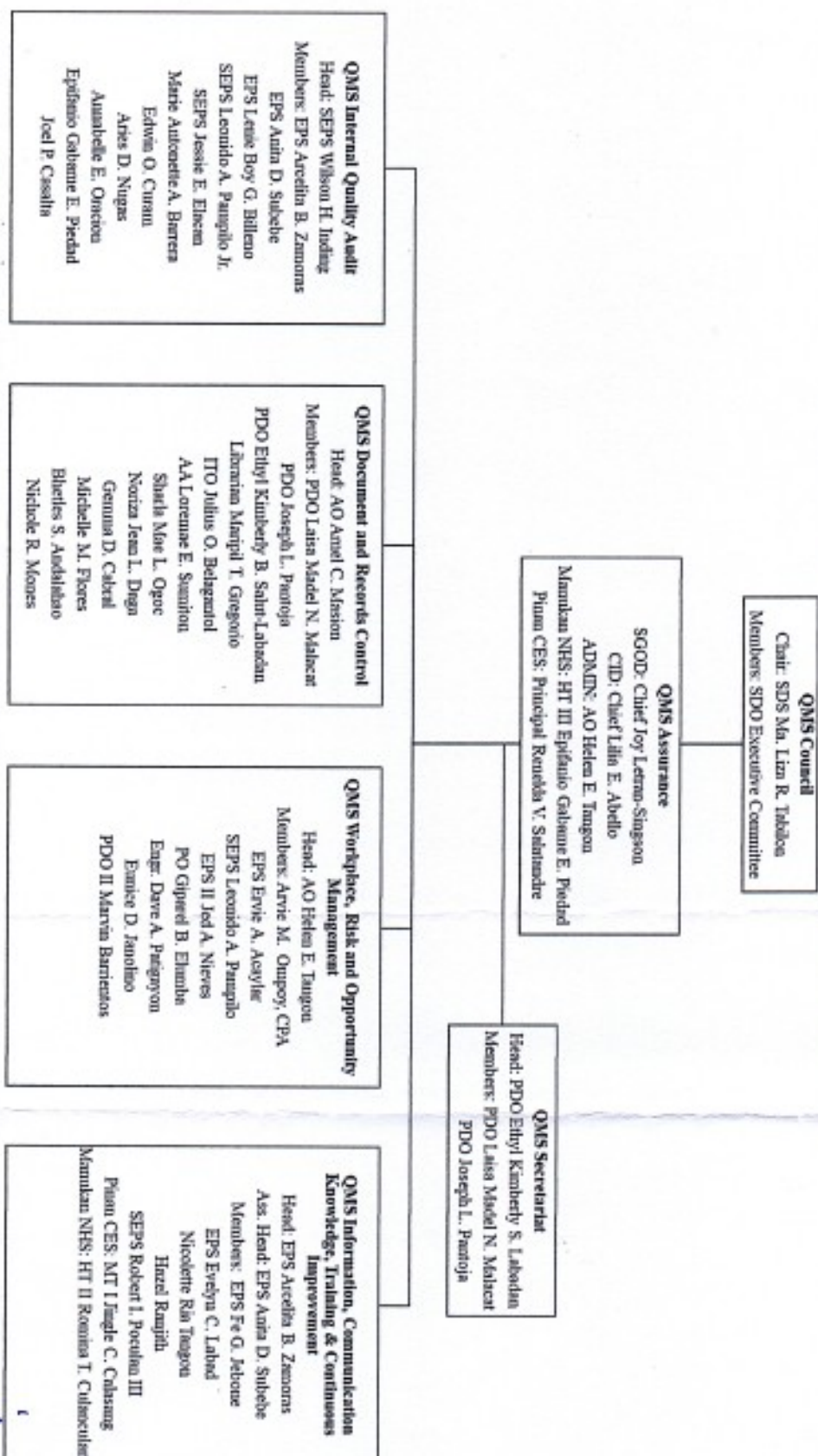
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Enclosure No. 1 to DM \_\_\_\_\_ s. 2021

**RECONSTITUTED QMS ORGANIZATIONAL STRUCTURE**



Navigating  
Opportunities to  
Re-engineer for  
Transformation &  
Empowerment



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"Be and Do Much Better Each Day  
with a  
Sense of Urgency"





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Enclosure 2 to DM No. \_\_\_\_\_ s. 2021

### TERMS OF REFERENCE

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

#### QMS COUNCIL

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

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 QMS Council for Quality Management Review and subsequent action/decision for continuous 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 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







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- Propose and recommend 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**

##### **Duties and responsibilities:**

- Set venue of the meetings and/or convergences relative to QMS
- Prepare program matrix, presentation and proposal as may be assigned by QA head.
- Prepare notices of meetings/memoranda/advisories and route communications to all involved;
- Prepare and send invites to external speakers and resource persons.
- Record and keep meeting proceedings
- 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,
- Maintain the orderliness and cleanliness of the SDO Quality Assurance Center and ISO Repository;
- Provide logistical requirements;
- Provide highlights of meetings;
- Coordinate with officials and consultants; and
- 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).

#### **QMS INTERNAL QUALITY AUDIT (QMS-IQA) COMMITTEE**

##### **Duties and responsibilities:**

- Conduct internal quality audit at least once prior to Stage 1 audit, quarterly or semi-annually after obtaining ISO-certification and at least annually after the 2<sup>nd</sup> surveillance visit to determine conformity of the Quality Management System established by the SDO;
- Determine whether the SD QMS is effectively implemented and maintained;
- Prepare audit plan.
- Coordinates, facilitates and implements the SDO's Audit Program;
- Performs 5S audits periodically that will assess cleanliness, orderliness and safety in the work place.
- Provide inputs during management review regarding audit findings;
- Monitor and maintain documented information as evidence of implementation and corrective action/s taken; and
- Develop and implement procedures and processes for IQA;

#### **QMS DOCUMENTS AND RECORDS CONTROL COMMITTEE**

- Ensure all documented information are properly maintained and retained;
- Ensure versions of relevant documented information are available at point of use;







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3. Prevent unintended use of obsolete, as well as the unauthorized use of relevant documented information;
4. Ensure traceability of all documented information;
5. Ensure proper labelling, storage and protection of files following retention periods, proper labelling of filing equipment, segregation of active from inactive files;
6. Dispose obsolete documented information; and
7. Keep the documented information procedure updated and consistently implemented.
8. Keep back up digitized copy of documented information in a safe and secure platform through the IT Officer.

**QMS WORKPLACE, RISK AND OPPORTUNITY MANAGEMENT COMMITTEE**

**Oversight functions:**

1. Ensure that the established risk controls and opportunity management related activities are consistently implemented by process owners;
2. Formulate and coordinate effective and efficient use of risk control tools; and
3. Ensure that risk and opportunity-related information are maintained and retained
4. Ensures that the work environment needed to achieve conformity to service requirements is managed. The team warrants consistent implementation of the 5S.

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

1. Determine relevant 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 them available to the extent necessary.
5. Group plans and coordinates with process owners for the effective deployment and efficient use of resources in line with training and advocacy activities (meetings, seminars and workshops)

