



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**OFFICE MEMORANDUM**

No. 13 s. 2025

FROM : SCHOOLS DIVISION SUPERINTENDENT  
TO : QMS TEAMS, PROCESS OWNERS AND DOCUMENTERS  
SUBJECT : **Division Writeshop on Quality Control Plan – Phase I**  
DATE : February 10, 2025

As one of the agreements during the meeting with select QMS committee members held on February 6, 2025, at the SDO Conference Room, this Office informs all concerned re: the Division Writeshop on Quality Control Plan (QCP) –Phase I on February 14, 2025, 8-5PM at Bulwagan ng mga Bayani at Banal, SDO Bataan, Abucay, Bataan.

All participants shall bring the following:

1. Laptop and extension cords
2. Hardcopy of draft QCP
3. Printer per functional division

Attached in this Memorandum is the QMS Processes and the List of Participants.

For information and compliance.

**CAROLINA S. VIOLETA, EdD, CESO V**  
*Schools Division Superintendent*

SOS/hgd  
February 10, 2025

**LIST OF CORE PROCESSES AND PARTICIPANTS TO THE DIVISION WRITESHOP ON QCP**

<b>PROCESS</b>	<b>SUB-PROCESS</b>	<b>RESPONSIBLE UNIT</b>	<b>PARTICIPANTS</b>	
<b>Learning Delivery Management and Development</b>	Instructional Supervision and Management	CID	Milagros Penaflo	Edwin Bermillo
<b>Learning resource Management and Development</b>	Development of Contextualized Learning Resources	CID	Edgar E. Garcia	Joan Briz, Jerico P. Usi
	Management of Quality Assurance of Learning Resources/Contextualized Learning Resources	CID	Edgar E. Garcia	Joan Briz, Jerico P. Usi
<b>Education Assessment and Research</b>	Design and Development of Assessment Framework, Programs, and Tools/Instrument Assessment Operation	CID SGOD-SMME	Jacqueline Tuzon	Jeolfa Reyes
	Data Analysis and Interpretation	CID	Danilo Caysido	Rodger de Padua
	Development of Education Research Framework, Design, procedures, and Instruments	CID	Roberto Pantig	Elma Dizon
	Conduct of research	CID	Roberto Pantig	Elma Dizon
	Utilization of research data and information	CID	Roberto Pantig	Elma Dizon

<b>Learning/Professional Development and Management for Teachers and School Leaders</b>	Design and Development of Learning/PD Standards and programs/courses	SGOD	RJ Mendoza	Misty dela Cruz
	Management of Learning/PD Programs	SGOD	RJ Mendoza	Misty dela Cruz
	Quality Assurance of Learning/PD Programs	SGOD	Mar-Elen Fe Renosa	Hermie Duran
	M&E of Learning/PD Programs	SGOD	Hermie Duran	Francez Paulene Likwong

**SUPPORT PROCESSES**

<b>PROCESS</b>	<b>SUB-PROCESS</b>	<b>RESPONSIBLE UNIT</b>	<b>PROCESS OWNER</b>	<b>DOCUMENTER</b>
<b>Asset Management</b>	Acquisition of tangible and intangible assets	Property and Supply Unit	Ethel Joyce Bartolome	Marlon San Diego
	Asset Disposition	Property and Supply Unit	Ethel Joyce Bartolome	Marlon and Aila
<b>Data information Management</b>	Asset Utilization and Inventory	Property and Supply Unit	Ethel Joyce Bartolome	Marlon and Aila
	Data Dissemination	SGOD-Planning and Research Section	Nico Mangaliman	Jethro Nocom
	Data Management	SGOD-Planning and Research Section	Nico Mangaliman	Jethro Nocom
	Management of Information System	SGOD-Planning and Research Section	Nico Mangaliman	Jethro Nocom

<b>Disaster Risk Reduction Management</b>	Contingency Planning, Formulation, and Enhancement	SGOD-SMN	Gerald Lingad	Randy
	DRRM Information System and Research	SGOD-SMN	Gerald Lingad	Randy
	IEC and Advocacy for Resilience	SGOD-SMN	Gerald Lingad	Randy
	Learning Continuity and Resilience Interventions	SGOD-SMN	Gerald Lingad	Randy
	Monitoring and Evaluation of Comprehensive School Safety	SGOD-SMN	Gerald Lingad	Randy, Hermie and Pau
	Partnership for Strengthening School Resilience	SGOD-SMN	Jesalyn Ann Linsangan	Gerald Lingad
	Resilience Education	SGOD-SMN	Gerald Lingad	Randy
	Commemorative and other related events management	SGOD-SMN	Jesalyn Ann Linsangan	Rojomel
	Partnership Development Management	SGOD-SMN	Jesalyn Ann Linsangan	Rojomel
	Financial Management (Budget, Accounting, Cash, and Employee	Budget Accountability Reporting	Budget Unit	Rhodora Ganzon

<b>Accounts Management</b>				
Budget Preparation and Approval	Budget Unit Planning and Research unit	Rhodora Ganzon Nico Mangaliman	Louise Ann	
Budget Processing and Execution	Budget Unit Planning and Research unit	Rhodora Ganzon Nico Mangaliman	Krizza Marie Lopez	
Collection and Deposits	Cash Unit Administrative Unit	Rosalie Joy Trinidad		
Control of Accountable forms	Cash Unit Administrative Unit	Rosalie Joy Trinidad		
Disbursement	Cash Unit Administrative Unit	Rosalie Joy Trinidad		
Financial Accountability and Recording	Accounting Unit	Myra V. Diling	Paul John Dimla	
Maintenance and Closure of Bank Accounts	Cash Unit Administrative Unit	Rosalie Joy Trinidad Pilar Ignacio		
Monitoring and Recording of Financial Transaction	Accounting Unit	Myra V. Diling	Paul John Dimla Ahlene Kaye Matilde	
Pre-audit and Disbursement	Accounting Unit	Myra V. Diling	Renato de Guia	
Preparation of ACIC/SIIAE	Cash Unit Administrative Unit	Rosalie Joy Trinidad Pilar Ignacio		
Provident Fund Management	Accounting Unit	Myra V. Diling	Sarah Joy Sioson	

	Systems Improvement and Administrative (EFRs)	Accounting Unit	Myra V. Diling	Paul John Dimla
<b>General Services Management</b>	Clinic Management	SGOD-SHN	Roberto Luneta	Leslie de Jesus
	Facilities Maintenance	Administrative unit	Pilar Ignacio	Nerissa Viscayno
	Housekeeping and Ground Maintenance	Administrative Unit	Pilar Ignacio	Nerissa Viscayno
	Security Services	Administrative unit	Pilar Ignacio	Nerissa Viscayno
	Transportation Service and Vehicle Maintenance	Administrative Unit	Pilar Ignacio	Nerissa Viscayno
	<b>Human Resource Management and Development</b>	Personnel unit Finance Unit	Pilar Ignacio	Jumel Caraig
	Employee Relations	Personnel Unit	Ma. Liza Manuel	Andrea Faye Quicho
	Employee's Welfare	SGOD-HRD Section	RJ Mendoza	Misty dela Cruz
	Leave Management	Personnel Unit	Ma. Liza Manuel	Synder Calderon
	Personnel Inventory	Personnel Unit	Ma. Liza Manuel	Andrea Faye Quicho
Personnel Performance Management	SGOD-HRD Section Personnel unit	Ramon Perez	RJ Mendoza	
Personnel Records Management	Personnel Unit	Ma. Liza Manuel	Jumel Caraig/Andrea Faye Quicho	
Professional Management/Learning Development	SGOD-HRD Section	RJ Mendoza	Misty dela Cruz	
Recruitment, Selection, Placement, and Induction	Personnel Unit SGOD-HRD Section	Ma. Liza Manuel	Jumel Caraig/Andrea Faye Quicho	

	Rewards and Recognition	SGOD-HRD Section	RJ Mendoza	Misty dela Cruz
<b>ICT Management</b>	Management of ICT Solutions	ICT Unit	Richard Alboro	Anthony Glenn Gacutan/Jess Garcia
	Management of Technology Infrastructure	ICT Unit	Richard Alboro	Mark Anthony Sobrevinas/Jess Garcia
	User Support/Help Desk	ICT Unit	Richard Alboro	Anthony Glenn Gacutan/Nicko Manalansan
<b>Infrastructure Management</b>	Evaluation/assessment of construction, repair, rehabilitation, and maintenance of education facilities	SGOD-EFS	Ma. Amieelyn Gabaya	Johndale Yuzon
	Inspection/validation of accomplishment of BEFF projects	SGOD-EFS	Ma. Amieelyn Gabaya	Johndale Yuzon
	Management of construction, repair, rehabilitation, and maintenance of education facilities	SGOD-EFS	Ma. Amieelyn Gabaya	Johndale Yuzon
<b>Learner Support Management (Health, Sports, and Youth Formation)</b>	Program Management	SGOD	Ramon Perez	Rojomel Idquival Nico Mangaliman Marian Gallardo Roberto Luneta Leslie de Jesus

<b>Legal Management</b>	Assistance to the Office of the Solicitor General in pending cases involving DepEd	SDS Legal Unit or Legal Officer Designate	Hazel Dilig-Carandang	Joan Santos
	Development and Implementation of DepEd Child Protection Programs	Legal Unit or Legal Officer Designate SGOD	Hazel Dilig-Carandang	Joan Santos
	Evaluation Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching and Non-Teaching Personnel	Legal Unit Legal Officer Fact Finding/ Preliminary Investigation Committee	Hazel Dilig-Carandang	Joan Santos
	Legal review of proposed DepEd policies/issuances, agreements, and other legal documents	Legal Unit or Legal Officer Designate	Hazel Dilig-Carandang	Joan Santos
	Sites Titling and oversight of DepEd school sites	SDS Legal Unit or Legal Officer Designate SGOD	Hazel Dilig-Carandang Engr. Gabaya	Joan Santos



<b>Organizational Development</b>	Organization Management	SGOD	Ramon Perez	Mar-Elen Fe Renosa
<b>Private Education Regulations and Development</b>	Evaluation of applications for the Grant of Permits to Operate and Recognitions	SGOD	Ramon Perez	Mar-Elen Fe Renosa
<b>Local Private Schools</b>				
<b>International Schools</b>				
<b>Private Madaris</b>				
<b>Philippine Schools Overseas</b>				
	Evaluation of Applications of Special Orders (SO) of Private Schools/Technical Vocational Institutions (TVI)I Non DepEd Public Schools	SGOD	Ramon Perez	Mar-Elen Fe Renosa
	Endorsement of notice of Voluntary (Temporary/Permanent) Private Closure	SGOD	Ramon Perez	Mar-Elen Fe Renosa

	Validation and Evaluation of Application of Tuition and Other Fees Increase, No Increase and Proposed New Fees of Private Schools	SGOD	Ramon Perez	Mar-Elen Fe Renosa
<b>Procurement Management</b>	Bidding Processes	OSDS	Armando Capili	Lorena Inlong
	Contract Implementation	End-User		Infra: Engr. Gabaya Supply: Ethel Joyce
	Contract Monitoring	OSDS	Infra: Engr. Gabaya Supply: Ethel Joyce	Engr. JD Marlo San Diego
	Procurement Planning	OSDS	Armando Capili	Lorena Inlong
<b>Project Management</b>	Coordination and Linkages	SGOD	Jessalyn Ann Linsangan	Rojomel Idquival
	Project Implementation Management	SGOD	Nico Mangaliman	Rojomel Idquival
<b>Public Affairs Management</b>	Information Management and Dissemination	Designated Division Information Officer	Edgar Garcia	Anthony Glenn Gacutan
	Materials Production	Designated Division Information Officer	Edgar Garcia	Anthony Glenn Gacutan
	Media Relations	Designated Division Information Officer	Edgar Garcia	Anthony Glenn Gacutan

	Public Relations and Assistance	Designated Division Information Officer	Edgar Garcia	Anthony Glenn Gacutan
	Publication of Issuances	Records Unit	Lorena Inlong	Sarah dela Rosa
<b>Records Management</b>	Access, disclosure, and issuance of documents	Records Unit	Lorena Inlong	Sarah dela Rosa
	Handling of Incoming Documents	Records Unit	Lorena Inlong	Sarah dela Rosa
	Handling of Outgoing Documents	Records Unit	Lorena Inlong	Sarah dela Rosa
	Records Disposition	Records Unit	Lorena Inlong	Sarah dela Rosa
	Records Inventory	Records Unit	Lorena Inlong	Sarah dela Rosa
<b>Research Management</b>	Call for Proposal and Proposal Evaluation	SGOD- Planning and Research Section	Jethro Nocom	Nico Mangaliman
	Implementation and Monitoring	SGOD- Planning and Research Section	Jethro Nocom	Nico Mangaliman
	Dissemination of research results	SGOD- Planning and Research Section	Jethro Nocom	Nico Mangaliman
	Archiving	SGOD- Planning and Research Section	Jethro Nocom	Nico Mangaliman