



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

**OFFICE MEMORANDUM**

No. 044 s. 2025

FROM : SCHOOLS DIVISION SUPERINTENDENT

TO : SELECT UNIT HEADS

SUBJECT : **WORKSHOP ON THE HARMONIZATION OF ARTA AND QMS DOCUMENTS AND PROVISION OF TECHNICAL GUIDANCE**

DATE : September 9, 2025

This Office informs all concerned on the conduct of **Workshop on the Harmonization of ARTA and QMS Documents and Provision of Technical Guidance on September 30, 2025**, 8 AM onwards at a venue to be announced through a separate issuance.

The activity aims to review existing One DepEd, One QMS documents and identify areas that require alignment with ARTA standards and to harmonize and standardize documentation by integrating ARTA requirements into QMS manuals, service guides, and procedures.

Participants in this activity are required to bring their laptops and extension cords. Attached to this Memorandum are the List of Participants and the Matrix of Activity.

For information and compliance.

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

SO3/hgd  
September 9, 2025



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**Department of Education**  
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**LIST OF PARTICIPANTS**

| No. | Name                             | Position            | Office    |
|-----|----------------------------------|---------------------|-----------|
| 1   | Carolina S. Violeta, EdD, CESO V | SDS                 | OSDS      |
| 2   | Jerry Dimla Cruz, DEM, CESO VI   | ASDS                | OSDS      |
| 3   | Ramon C. Perez                   | CES                 | SGOD      |
| 4   | Milagros M. Peñaflor, EdD        | CES                 | CID       |
| 5   | Mar-Elen Fe G. Reñosa, EdD       | EPS                 | SGOD      |
| 6   | Edgar E. Garcia                  | EPS                 | CID       |
| 7   | Jacqueline T. Canlas             | EPS                 | CID       |
| 8   | Danilo Caysido, EdD              | EPS                 | CID       |
| 9   | Roberto R. Pantig, PhD           | EPS                 | CID       |
| 10  | Hermie G. Duran, EdD             | SEPS                | SGOD      |
| 11  | Jessalyn Anne M. Linsangan       | SEPS                | SGOD      |
| 12  | Jethro M. Nocom                  | SEPS                | SGOD      |
| 13  | Raymond Joseph V. Mendoza        | SEPS                | SGOD      |
| 14  | Engr. Merck Bryan A. Gragas      | Engineer III        | SGOD      |
| 15  | Gerald A. Lingad                 | PDO II              | SGOD      |
| 16  | Jennifer M. Alip, DDM            | OIC-SHN             | SGOD      |
| 17  | Rowena Vanadero                  | Nurse II            | SGOD      |
| 18  | Nico M. Mangaliman               | PO III              | SGOD      |
| 19  | Atty. Hazel Carandang-Dilig      | Legal Officer       | OSDS      |
| 20  | Rhodora C. Ganzon                | Budget Officer      | OSDS      |
| 21  | Myra V. Dilig                    | Accountant III      | OSDS      |
| 22  | Rosalie Joy G. Trinidad          | Cashier             | OSDS      |
| 23  | Pilar C. Ignacio                 | AO V                | OSDS      |
| 24  | Ma. Liza A. Manuel               | HRMO                | OSDS      |
| 25  | Lorena L. Inlong                 | Records Officer     | OSDS      |
| 26  | Ethel Joyce Bartolome            | Supply Officer      | OSDS      |
| 27  | Richard A. Alboro                | ITO                 | OSDS      |
| 28  | France Paulene T. Likwong        | EPS II/IQA Lead     | SGOD      |
| 29  | Jobelle Antonio                  | AO II/Payroll Staff | OSDS      |
| 30  | Anthony Glenn C. Gacutan         | ADAS VI/TWG         | OSDS      |
| 31  | Resource Speaker                 | EPS                 | DepEd RO3 |
| 32  | Resource Speaker                 | EPS                 | DepEd RO3 |



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**MATRIX OF ACTIVITY**

WORKSHOP ON THE HARMONIZATION OF ARTA AND QMS DOCUMENTS AND  
PROVISION OF TECHNICAL GUIDANCE  
September 30, 2025

| Time          | Activity                                | Person/s Involved                      |
|---------------|-----------------------------------------|----------------------------------------|
| 7:30 – 8:30   | Registration                            | TWG                                    |
| 8:30 – 9:00   | Preliminaries                           |                                        |
| 9:00 – 10:00  | Harmonization of ARTA and QCP Documents | Hermie G. Duran<br>SEPS/ARTA-QMS Focal |
| 10:00 – 10:15 | Health Break                            |                                        |
| 10:15 – 12:00 | Workshop on ARTA and QMS Processes      | All Participants, Resource Speakers    |
| 12:00 – 1:00  | Lunch Break                             |                                        |
| 1:00 – 2:00   | Presentation of Outputs                 | All Participants, Resource Speakers    |
| 2:00 – 2:15   | Health Break                            |                                        |
| 2:15 – 4:15   | Provision of Technical Guidance         | Resource Speakers                      |
| 4:15 onwards  | Closing                                 |                                        |