



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the
Schools Division Superintendent

February 25, 2025

DIVISION MEMORANDUM
No. 077, s. 2025

**ORIENTATION-WORKSHOP ON THE NATIONAL QUALITY MANAGEMENT
SYSTEM FOR SDO PERSONNEL, SCHOOL HEADS AND SCHOOL-BASED
NON-TEACHING PERSONNEL**

To: **All SDO Personnel**
All School Heads
All Non-Teaching Personnel
This Division

1. Regarding DepEd Order No. 9, s.2021 *Re: Institutionalization of a Quality Management System in the Department of Education*, this Office will conduct an orientation to the National Quality Management System for all SDO personnel, school heads and school-based non-teaching personnel on **March 6, 2025** (8:00am to 5:00pm) at Tiquiano's Beach Resort, Tubajon, Laguindingan, Misamis Oriental.
2. Participants of the activity are SDO personnel, school heads and school-based non-teaching personnel.
3. Please see Attachment I for the Activity Matrix and the list of topics with the resource speakers indicated.
4. Further, the Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For dissemination, guidance, and strict compliance.

To be indicated in the Perpetual Index
under the following subjects:

NQMS/TAT

NQMS Orientation



Address: Zone 3, Poblacion, El Salvador City
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RANDOLPH B. TORTOLA
Schools Division Superintendent

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Attachment I. Activity Matrix for the NQMS Orientation

**NATIONAL QUALITY MANAGEMENT SYSTEM
ORIENTATION-WORKSHOP**
Tiquiano's Beach Resort
March 6, 2025

Time	Topic/Session	Resource Speaker/ Facilitator/ In-Charge
7:30-8:00	Arrival	
8:00-8:30	Registration	Training and Advocacy Team (TAT)
8:30-9:30	Opening Program a. Preliminaries b. Welcome Message and Rationale of the Activity -CONNIEBEL C. NISTAL, PhD ASDS/ NQMS QMR c. Message -RANDOLPH B. TORTOLA Schools Division Superintendent	Training and Advocacy Team (TAT)
9:30-10:00	Start-Up Activity	KAREN ROSE A. SERRANIA SEPS-HRD/ TAT
10:01-11:45	Introduction to ISO 9001-2015 and the National Quality Management System	NINIAN A. ALCASID, PhD Chief CID/ KMT Head
11:45-12:00	Q&A for Session 1	TAT
12:01-1:00	Lunch Break	
1:01- 2:30	Procedures and Work Instruction Manual (PAWIM) & Appreciating Quality Control Plan	MARIE JADE A. CACAYAN, PhD EPSvr/ TAT
2:30- 2:45	Health Break	
2:45- 3:45	SWOT Analysis	JURICA ETHEL L. ESTRADA PDO-II-DRRM/ Risk Management Member
3:45-4:45	Division Services Offered & Client Satisfaction Feedback	FELANIE MARIE A. LIM HRMO-II
4:45-5:00	Q&A	M&E Section



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