



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF BIÑAN CITY  
RECORDS SECTION

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**DIVISION MEMORANDUM**

No. 062, s. 2022

**CONDUCT OF QUALITY MANAGEMENT SYSTEM (QMS) INTERFACING  
ACTIVITY**

To : OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. With the continuous effort on the polishing and finalization of QMS-related documents, this Office, announces the conduct of a three-day **QMS Interfacing Activity of all process owners on March 8-9, 2022, at Eugenio Lopez Center, Antipolo, Rizal and March 10 at SDO 4<sup>th</sup> Floor.**
2. At the end of this three-day activity, participants will be able to:
  - a. review the accomplished QMS documents per section,
  - b. finalize the QMS Operations Manual and Planning Documents, and
  - c. reflect on the importance of strictly adhering to the QMS processes and procedures.
3. Attached are the List of Participants and Activity Matrix for reference. All the identified participants are requested to register thru **<https://tinyurl.com/QMSInterface>** on or before March 4, 2022.
4. For the smooth flow of the activity, all participants are requested to bring a copy of their QMS-related documents, laptop, and extension cords.
5. Expenses incurred in this activity shall be charged against Division MOOE FY 2022, GAA, RA 11518, subject to the usual accounting and auditing rules and regulations
6. Immediate and widest dissemination of this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: As stated  
Reference:

CID/PROPER / DM-Quality Management System (QMS) Interfacing Activity  
/ 03/02/2022



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**QUALITY MANAGEMENT SYSTEM (QMS) INTERFACING ACTIVITY**  
**March 8-10, 2022 | Eugenio Lopez Center, Antipolo, Rizal**

List of Participants

No.	Name	Position	Office
1	Edna Faura- Agustin	Schools Division Superintendent	OSDS
2	Edenia O. Libranda	Officer-in-Charge Office of the Assistant Schools Division Superintendent	OSDS
3	Ariel M. Cabantog	Administrative Officer V	OSDS
4	Darwin S. Malapaya	Administrative Officer V - Budget Officer III	OSDS
5	Olivia E. Miranda	Accountant III	OSDS
6	Editha Y. Coloma	Administrative Officer IV	OSDS
7	Sylvia S. Tanael	Administrative Officer IV	OSDS
8	Christine G. Arroyo	Administrative Officer IV	OSDS
9	Tito G. Pascual	Administrative Officer IV	OSDS
10	Bayani V. Enriquez	Chief Education Supervisor	SGOD
11	Edward R. Manuel	Senior Education Program Specialist	SGOD
12	Mary Joy L. Cabiles	Senior Education Program Specialist	SGOD
13	Isidra L. Galman	Senior Education Program Specialist	SGOD
14	Leonora M. Oganian	Senior Education Program Specialist	SGOD
15	Precious Joy A. Coronado	Engineer III	SGOD
16	Ferdinand R. Arbo	Education Program Specialist II	SGOD
17	Maureen Jane Q. Alangco	PDO I	SGOD
18	Henrietta M. Nacario	Nurse II	SGOD
19	Ernane S. Escuvania	PDO II	SGOD
20	Charles M. Patio	Planning Officer III	SGOD
21	Gertrude A. Anunciacion	Education Program Supervisor	SGOD
22	Mary Ann L. Tatlongmaria	Chief Education Supervisor	CID
23	Evelyn P. De Castro	EPS (LRMDS)	CID
24	Ronaldo P. Bago	EPS (Science)	CID
25	Rhea DM. Bilbes	EPS (Kinder)	CID
26	Joel J. Valenzuela	EPS (Araling Panlipunan)	CID
27	Ginalyn M. Garcia	PSDS Cluster 1	CID
28	Sonny L. Atanacio	PSDS Cluster 3	CID



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29	Reynante M. Sofera	PSDS Cluster 5	CID
30	Marchy Joy T. Sanchez	EPS II (ALS)	CID
31	Lester R. Ramos	Information Technology Officer I	OSDS
32	Allan Medenilla	Librarian II	CID
33	Pamella I M. Tamayo	Dentist II	SGOD
34	John Sebastian Jacalan	Nurse II	SGOD
35	Mary Rose M. Magbujos	Administrative Assistant III	CID
36	Gladies G. Montero	Administrative Aide VI	OSDS
37	Artnafe N. Ode	Registrar I	SGOD
38	Jaylord Floresca	Administrative Assistant II	Accounting
39	Eden Grace Bidar	Administrative Assistant I	Budget
40	Christian Valenzuela	Administrative Assistant III	Cash Unit
41	Jessica Alpe	Administrative Assistant VI	Records Unit
42	Michelle Rendora	Administrative Assistant VI	Property & Supply Unit
43	Keziah Borja	Administrative Officer II	Personnel Unit
44	Julian Carlos Caringal	Administrative Assistant III	Legal Services
45	Jayson Carl Esmasin	Teacher II	Mamplasan NHS
46	John Paul Paradina	Teacher II	Jacobo ZGMNHS
47	Arturo Moris	Teacher II	Dela Paz NHS
48	Rosemarie Bianca Maranan	Teacher I	Southville 5A ES
49	Hayzelene Santos	Teacher III	BSSAA
50	Jackylyn Del Carmen	Teacher II	BCSHS-Timbao



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**March 8-10, 2022 | Eugenio Lopez Center, Antipolo, Rizal**

Activity Matrix

<b>Day 1 – March 8, 2022</b> ( <i>Eugenio Lopez Learning Center</i> )			
<b>Time</b>	<b>Activity</b>	<b>Resource Person</b>	<b>Method</b>
9:00-9:30	Preliminaries	Secretariat/TAT	Face-to-Face
9:30-10:30	Orientation	KMT/Secretariat	
10:30–12:00	Writeshop Proper	OSDS, CID, SGOD Process Owners	
12:00-1:00	Lunchbreak		
1:00-5:00	Continuation of Writeshop	OSDS, CID, SGOD	
<b>Day 2 – March 9, 2022</b> ( <i>Eugenio Lopez Learning Center</i> )			
9:00-9:30	Preliminaries	Secretariat/TAT	Face-to-Face
9:30- 12:00	Continuation of Writeshop	OSDS, CID, SGOD Process Owners	
12:00-1:00	Lunchbreak		
1:00-5:00	Presentation and critiquing of Outputs		
<b>Day 3 – March 10, 2022</b> ( <i>SDO</i> )			
8:00-5:00	Finalization of OMS Documents	OSDS, CID, SGOD Process Owners	Face-to-Face

