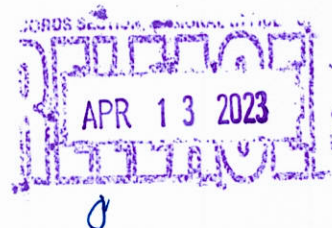




Republic of the Philippines
Department of Education
CARAGA REGION



April 13, 2023

REGIONAL MEMORANDUM
No. 0266, s. 2023

To: ASSISTANT REGIONAL DIRECTOR
RO FUNCTIONAL DIVISION CHIEFS
SCHOOLS DIVISION SUPERINTENDENTS
This Region

CORRIGENDUM AND ADDENDUM TO RM 0244, S. 2023 RE: ORIENTATION
ON THE NATIONAL QUALITY MANAGEMENT SYSTEM WITH
SCHOOLS DIVISION OFFICES

1. In reference to RM No. 0244, s. 2023 re: Orientation on the National Quality Management System With Schools Division Offices, please be guided of the following details:

Date:	April 18-20, 2023
Venue:	Grand Palace Hotel, Butuan City
Expected Time of Arrival	Before 8:00 AM on April 18, 2023 Registration starts at 8:00 AM
First Meal Last Meal	Morning snacks of April 18, 2023 Afternoon snacks of April 20, 2023
Room Check-in Time Room Check-out Time	2:00 PM of April 18, 2023 12:00NN of April 20, 2023

2. The registration fee of four thousand six hundred pesos (P4,600.00) per participant can be paid in cash or check payable to the Regional Office with the following details:

Bank: Development Bank of the Philippines (DBP)
Bank Account Number: 0805-019642-080
Account Name: DECSRO-TRUST FUND

3. To facilitate ease in financial transactions, each SDO and RO are advised to issue a single check for the total registration fee of all participants.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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4. The List of the Program Management Team (PMT) Members from the Regional Office and their Terms of Reference are indicated in **Enclosure 1** while the Schedule of Activities can be found in **Enclosure 2**.
5. All other provisions of RM 0244, s. 2023 are still in effect.
6. For more information and clarification, kindly contact Maria Ruth R. Edradan, Education Program Supervisor of HRDD, through email hrdd_caraga@deped.gov.ph cc: maria.edradan@deped.gov.ph.
7. Immediate dissemination and appropriate action on this memorandum are highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As stated
Reference/s: RM No. 0244, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

COMPETENCY EMPLOYEES ORIENTATION

HRD/mrre
04/13/2023



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LIST OF PROGRAM MANAGEMENT TEAM (PMT) MEMBERS AND
THEIR TERMS OF REFERENCE

Program Managers

1. *Ma. Gemma Mercado Ledesma*
2. *Pedro T. Escobarte, Jr.*

Tasks:

- a. Supervise the operations and activities during the conduct of the training.
- b. Provide updates relative to the National quality Management System whenever necessary.

Learning Managers

3. *Alejandro P. Macadatar* - *EPS, FTAD/Deputy QMR*
4. *Isidro M. Biol, Jr.* - *Chief, CLMD/Risk Management Team Leader*
5. *Violeta C. Nunez* - *Chief, PPRD*
6. *Mary Christine A. Odtojan* - *AO V, Records Unit/Knowledge Management Team Leader*

Tasks:

- a. Provide updates to the Regional Director and to the Assistant Regional Director whenever necessary.
- b. Provide appropriate and immediate action and intervention to address issues and concerns.
- c. Coordinate with the QMR regarding the materials such as slide decks, hard copies of planning documents (if applicable), etc. needed for each session.
- d. Inform the training management of any changes in the sessions/activities.
- e. Facilitate debriefing sessions.
- f. Assist the Resource Person during sessions.
- g. Ensure that the training shall be conducted as seamless as possible.
- h. Provide technical assistance/inputs to participants whenever necessary

Monitoring and Evaluation Coordinator

7. *Edmund D. Mendoza-EPS, QAD*

Tasks:

- a. Creates a unique link for the session and program evaluation.
- b. Monitors the progress of the daily online evaluation.
- c. Ensures that 100% of the participants have evaluated all the sessions.
- d. Provides assistance to the facilitators for any concerns/challenges that may arise during the conduct of the meeting.
- e. Provides daily report of the participants' raw comments/suggestions to the Training Management Team during debriefing sessions as reference for actions and interventions.
- f. Consolidates results and submits QAME Form 3 to the Training Management Team.
- g. Presents general results to the plenary during the closing program.

Logistics and Welfare Officers

8. *Abe Naireza A. Ibano-EPS II, HRDD*

9. *Junnah B. Tiu-MT II (On-detail)*

Tasks:

- a. Monitor, collect, and submit data/outputs as required for the Program Documentation to the Focal Person
- b. Prepare and submit Activity Documentation Report to the Focal Person
- b. Inquire necessary information from the QMR/Deputy QMR
- c. Check the training venue and equipment needed before the start of the sessions.
- d. Prepare Training Certificates
- e. Facilitate the video recording and production of videos of the training sessions for future use
- f. Facilitate the accomplishment of daily attendance of participants, room assignments, and others as may be deemed necessary
- g. Assist the Resource Person/QMR during training sessions.
- h. Respond to participants' request/s, queries, and feedback.
- i. Participate in debriefing sessions
- j. Perform other task as may be deemed necessary

Process Observer

10. *Jonathan G. Garzon-EPS, FTAD*

Tasks:

- a. Acts as Process Observer of the three-day training program.
- b. Conducts post conference with the speaker using the Process Observation Tool as reference.
- c. Accomplishes and submits filled and analyzed Process Observation Tool
- c. Participates during debriefing sessions.

Resource Person/Trainer:

11. *Bernabe L. Linog-Chief, ESSD/Quality Management Representative*

Tasks:

- a. Facilitates the sessions by strictly adhering to the set of standards and procedures.
- b. Participates during debriefing sessions.
- c. ensure that the required outputs of participants are given right after every activity or as deemed necessary by the training team.
- d. Addresses concerns with regards to the learning package/s and coordinate with the focal person/program manager.
- e. Ensures the active engagement of the participants.
- f. Collates outputs developed during the training.
- g. Checks the completeness of the requirements and its compliance among the participants.

SCHEDULE OF ACTIVITIES**April 18-20, 2023**

TIME	TOPIC/ACTIVITY	RESOURCE PERSON/FACILITATOR
Day 1-April 18, 2023		
8:00-9:00	Registration	TAT Secretariat
9:00-9:30	Opening Program	ALEJANDRO P. MACADATAR
9:30-10:00	Morning Snacks	
10:00-12:00	Orientation/Awareness of the ISO 9001:2015 vis-à-vis the National Quality Management System	BERNABE L. LINO Quality Management Representative
	Concept Map/Process Map	
	Quality Policy Statement	
	Groups of Processes: <i>Management Processes</i> <i>Core Processes</i> <i>Support Processes</i> <i>Outsourced Processes</i>	
12:00-1:00	Lunch	
1:00-3:00	Planning Documents (Part I)	
	SWOT	
	Risk Registry	
3:00-3:30	Afternoon Snacks	
3:30-5:00	Opportunity Registry	
5:00-7:00	Workshop 1: Review and Enhancement of Planning Documents	
DAY 2 - April 19, 2023		
7:45-8:00	Management of Learning	
8:00-10:00	Planning Documents (Part II)	BERNABE L. LINO Quality Management Representative
	Quality Objectives (OPCRF)	
	List of Relevant Interested Participants	
10:00-10:30	Morning Snacks	
10:30-12:00	Operations Manual	
	Introduction	
	Office Structure and Function	
12:00-1:00	Lunch	
1:00-3:00	Legal Bases and References	BERNABE L. LINO Quality Management Representative
3:00-3:30	Afternoon Snacks	
3:30-5:00	Legal Bases and References	
5:00-7:00	Workshop 2: Crafting of Respective SDO Processes	
Day 3 - April 20, 2023		
7:45-8:00	Management of Learning	
8:00-9:45	Definition of Terms and Acronyms	BERNABE L. LINO Quality Management Representative
9:45-10:15	Morning Snacks	
10:15-12:00	Forms and Templates	
12:00-1:00	Lunch	
1:00-3:00	Quality Control Plans	
3:00-3:30	Afternoon Snacks	
3:30-4:00	Clearing of the House	ALEJANDRO P. MACADATAR
	Ways Forward	Deputy Quality Management Representative
4:00-4:30	Closing Program	
4:30 onwards	Departure	