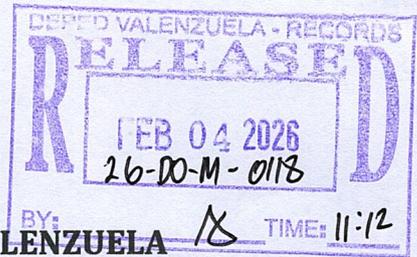




DepEd ICT Unit
 Web Posted by: 9
 Control no.: 26-PUB119

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
 No. 0109 s. 2026

**SCHEDULE OF THE CONDUCT OF FIRST QUARTER 2026
 QMS-RELATED ACTIVITIES**

To QMS Core Team Members

1. In adherence to DepEd Order No. 9, s. 2021 and DepEd Order No. 14, s. 2022 on the implementation and institutionalization of the Quality Management System (QMS) in Schools Division Offices, the SDO shall continuously strengthen its quality assurance mechanisms through the systematic conduct of QMS-related activities for First Quarter of Calendar Year 2026, listed to Enclosure No. 1.
2. Review and Assessment of SDO Standard Operational Procedures will be conducted on February 6, 2026 at Marulas Central School Conference Room.
3. Your full cooperation and adherence to the timelines are highly appreciated.

NOEL D. BAGANO
 Schools Division Superintendent

Encl.: Schedule of Activities for the implementation of QMS
 References: DepEd Order No. 009, s. 2021, DepEd Order No. 14, s. 2022
 To be indicated in the Perpetual Index under the following subject
QMS

JUL/SGOD January 15, 2026



Address: Pío Valenzuela St., Marulas, Valenzuela City
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
 Email Address: sdovalenzuela@deped.gov.ph
 Official Website: <https://www.sdovalenzuelacity.deped.gov.ph>





Republic of the Philippines
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NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

ENCLOSURE NO. 1: Schedule of Activities

Activity	Proposed Date
Conduct of Review and Assessment of SDO Standard Operational Procedures	02/06/2026
Internal Auditing of Planning Documents and Operational Processes	02/26/2026
Revision of Process Workflow of SDO Frontline Services	03/26/2026

ENCLOSURE NO. 2: SDO QMS Core Team

Top Management Team	Name	Position	Office/Division
Top Management	Noel D. Bagano	Schools Division Superintendent	OSDS
Quality Management Representative (QMR)	Dr. Ernest Joseph C. Cabrera	OIC-Assistant Schools Division Superintendent	OSDS
Deputy Quality Management Representative	Dr. Winnie F. Tugade	Education Program Supervisor	CID
QMS Secretariat	Arnel L. Poja	Public Schools District Supervisor	CID

Knowledge Management Team	Name	Position	Office/Division
Team Leader	Filmore R. Caballero	Chief Education Supervisor	CID
Knowledge Management Team Secretariat	Melvin Willy II B. Roque	Public Schools District Supervisor	CID
Member	Myron Willie III B. Roque	Education Program Supervisor	CID
Member	Danica Joy Delorino	Project Development Officer II	CID
Member	Domingo Lozande	Public Schools District Supervisor	CID



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SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Risk Management Team	Name	Position	Office /Division
Team Leader	Baltazar M. Gayem	Chief Education Supervisor	SGOD
Risk Management Team Secretariat	Arwin Baluyot	Project Development Officer I	SGOD
Member	Ruel C. Dogma	Senior Education Program Specialist	SGOD
Member	Jayson U. Loayon	OIC- Senior Education Program Specialist	SGOD
Member	Richmae Dantes	Project Development Officer I	SGOD

Internal Quality Audit Team	Name	Position	Office /Division
Team Leader	Atty. Mark Angelo Enriquez	Attorney III	OSDS
Internal Quality Audit Team Secretariat	Analiza DG. Dela Cruz	Librarian II	CID
Member	Dr. Grace I. Yumul	Public Schools District Supervisor	CID
Member	Dr. Edwin C. Pineda	OIC-SEPS & Education Program Specialist II	SGOD
Member	Carmelita D. Matus	Administrative Officer V	OSDS

Quality Workplace Team	Name	Position	Office /Division
Team Leader	Dr. Sofia SD. Quilbio	Public Schools District Supervisor	CID
Quality Workplace Team Secretariat	Walter H. Fabro	Public Schools District Supervisor	CID
Member	Dr. Loreta L. Salvador	Education Program Supervisor	CID
Member	Engr. Kelly G. Magusib	Engineer III	SGOD



Republic of the Philippines
Department of Education

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SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Member	Rodel U. Antonio	Administrative Officer IV	OSDS
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Training and Advocacy Team	Name	Position	Office/Division
Team Leader	Alea Larise DL. Del Rosario	Education Program Specialist II	SGOD
Training and Advocacy Team Secretariat	Ms. Nihkole Mharie Z. Lagdamen	Administrative Assistant III	OSDS
Member	Elias Adrian II K. Santos	SEPS HRD	SGOD
Member	Christian G. Bumatay	Administrative Officer II	OSDS
Member	Connie S. Javier	Planning Officer III	SGOD

Documentation and Information Management	Name	Position	Office/Division
Team Leader	Noel E. Reyes	Information Technology Officer I	OSDS
Member	Dr. Edna L. Llanera	Public Schools District Supervisor	CID
Member	Sara P. Tejada	Education Program Specialist II	CID
Member	Maria Jennica B. Sy	Education Program Specialist II	CID



Republic of the Philippines
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AUTHORITY TO CONDUCT FOR FY 2025

DIVISION	School Governance and Operations Division (SGOD)	
Unit	School Management Monitoring and Evaluation (SMME)	
Activity No.		
Title of Activity	Implementation of SDO Quality Management System (QMS)- Related Activities for Calendar Year 2026	
A. Source of Fund	Division MOOE	
B. Date of Conduct	January-March 2026	
C. Duration of Activity	3 staggered days	
D. Venue/Platform	Schools Division Office and Identified Venues	
E. Target Participants:	<ul style="list-style-type: none"> • QMS Core Team Members • Process Owners of SDO Functional Units and Services • Internal Quality Auditors • Service Quality Evaluators • Concerned SDO Personnel (OSDS, CID, SGOD) 	
Total:	Review and Assessment of SDO Standard Operational Procedures	30
	Internal Auditing of Planning Documents and Operational Processes	30
	Revision of Process Workflow of SDO Frontline Services	25
F. Activity Rationale	<p>In adherence to DepEd Order No. 9, s. 2021 and DepEd Order No. 14, s. 2022 on the implementation and institutionalization of the Quality Management System (QMS) in Schools Division Offices, the SDO shall continuously strengthen its quality assurance mechanisms through the systematic conduct of QMS-related activities throughout Calendar Year 2026.</p> <p>The conduct of reviews, internal audits, risk management assessments, service quality evaluations, and workplace audits are essential components of an effective QMS. These activities ensure that documented procedures remain relevant, operational processes are compliant with standards, risks are identified and mitigated, and service delivery is continually improved.</p> <p>Through the leadership of the School Management, Monitoring and Evaluation (SMME) Unit, in collaboration with the QMS Core Teams and process owners, these activities aim to support evidence-based decision-making, enhance organizational efficiency, promote ease of doing business, and finalize the institutionalization of the SDO Quality Management System, including the completion of the SDO QMS Manual.</p>	
G. Objectives		
Terminal:	To strengthen and institutionalize the implementation of the SDO Quality Management System through the systematic conduct of QMS-related activities for Calendar Year 2026.	



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Enabling:	<ul style="list-style-type: none"> a. Review and assess the effectiveness and compliance of SDO standard operating procedures and operational processes; b. Conduct internal audits of planning documents and operational processes to ensure alignment with QMS standards; c. Update and revise process workflows of SDO frontline services based on audit findings and service improvement needs; d. Identify, analyze, and manage organizational risks through a structured risk management review; e. Ensure compliance and continual improvement through internal quality and workplace audits; f. Capacitate service quality evaluators and implement service quality evaluation mechanisms; g. Finalize and validate the SDO Quality Management System Manual.
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H. Expected Output	<p>At the end of Calendar Year 2026, the following outputs shall be achieved:</p> <ul style="list-style-type: none"> • Reviewed and assessed SDO Standard Operating Procedures (SOPs); • Internal audit reports on planning documents and operational processes; • Revised and updated process workflows for SDO frontline services; • Risk management review and risk register; • Internal quality audit and workplace audit reports; • Trained and oriented service quality evaluators; • Service quality evaluation results and analysis; • Finalized and approved SDO QMS Manual
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I. Resource Requirement	• Food Provision
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J. Budgetary Requirement	Division MOOE
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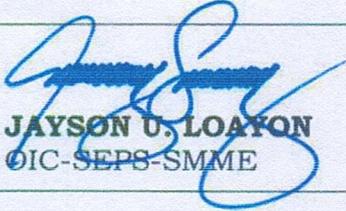
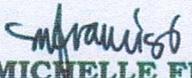
Description	QTY	Unit	Unit Price	Frequency	Amount	Remark/s
Food during Review and Assessment of SDO Standard Operational Procedures	30	pax	350	1	10,500.00	GASS
Food during Internal Auditing of Planning Documents and Operational Processes	30	pax	350	1	10,500.00	GASS
Food during Revision of Process Workflow of SDO Frontline Services	25	pax	350	1	8,750.00	GASS
Total:					29,750	



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K. Training Matrix/Program (Please see attachment.)

L. Other Attachments (if needed)

Proponent/s	 JAYSON U. LOAYON OIC-SEPS-SMME	
Availability of Fund: ₱29,750.00	 LANI D. AGMATA Budget Officer	 MICHELLE FRANCISCO Accountant III
Reviewed by:  DR. BALTAZAR M. GAYEM SGOD Chief	Recommending Approval:  DR. ERNEST JOSEPH C. CABRERA OIC-Assistant Schools Division Superintendent	Approved:  NOEL D. BAGANO Schools Division Superintendent



Republic of the Philippines
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NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure A: Timeline of Activities

Activity	Proposed Date
Conduct of Review and Assessment of SDO Standard Operational Procedures	01/29/2026
Internal Auditing of Planning Documents and Operational Processes	02/26/2026
Revision of Process Workflow of SDO Frontline Services	03/26/2026

Enclosure B: SDO QMS Core Team

Top Management Team	Name	Position	Office/Division
Top Management	Noel D. Bagano	Schools Division Superintendent	OSDS
Quality Management Representative (QMR)	Dr. Ernest Joseph C. Cabrera	OIC-Assistant Schools Division Superintendent	OSDS
Deputy Quality Management Representative	Dr. Winnie F. Tugade	Education Program Supervisor	CID
QMS Secretariat	Arnel L. Poja	Public Schools District Supervisor	CID

Knowledge Management Team	Name	Position	Office/Division
Team Leader	Filmore R. Caballero	Chief Education Supervisor	CID
Knowledge Management Team Secretariat	Melvin Willy II B. Roque	Public Schools District Supervisor	CID
Member	Myron Willie III B. Roque	Education Program Supervisor	CID
Member	Danica Joy Delorino	Project Development Officer II	CID
Member	Domingo Lozande	Public Schools District Supervisor	CID
Risk Management Team	Name	Position	Office/Division
Team Leader	Baltazar M. Gayem	Chief Education Supervisor	SGOD
Risk Management Team Secretariat	Arwin Baluyot	Project Development Officer I	SGOD



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Member	Ruel C. Dogma	Senior Education Program Specialist	SGOD
Member	Jayson U. Loayon	OIC- Senior Education Program Specialist	SGOD
Member	Richmae Dantes	Project Development Officer I	SGOD

Internal Quality Audit Team	Name	Position	Office/Division
Team Leader	Atty. Mark Angelo Enriquez	Attorney III	OSDS
Internal Quality Audit Team Secretariat	Analiza DG. Dela Cruz	Librarian II	CID
Member	Dr. Grace I. Yumul	Public Schools District Supervisor	CID
Member	Dr. Edwin C. Pineda	OIC-SEPS & Education Program Specialist II	SGOD
Member	Carmelita D. Matus	Administrative Officer V	OSDS

Quality Workplace Team	Name	Position	Office/Division
Team Leader	Dr. Sofia SD. Quilbio	Public Schools District Supervisor	CID
Quality Workplace Team Secretariat	Walter H. Fabro	Public Schools District Supervisor	CID
Member	Dr. Loreta L. Salvador	Education Program Supervisor	CID
Member	Engr. Kelly G. Magusib	Engineer III	SGOD
Member	Rodel U. Antonio	Administrative Officer IV	OSDS

Training and Advocacy Team	Name	Position	Office/Division
Team Leader	Alea Larise DL. Del Rosario	Education Program Specialist II	SGOD



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Training and Advocacy Team Secretariat	Ms. Nhkole Mharie Z. Lagdamen	Administrative Assistant III	OSDS
Member	Elias Adrian II K. Santos	SEPS HRD	SGOD
Member	Christian G. Bumatay	Administrative Officer II	OSDS
Member	Connie S. Javier	Planning Officer III	SGOD

Documentation and Information Management	Name	Position	Office/Division
Team Leader	Noel E. Reyes	Information Technology Officer I	OSDS
Member	Dr. Edna L. Llanera	Public Schools District Supervisor	CID
Member	Sara P. Tejada	Education Program Specialist II	CID
Member	Maria Jennica B. Sy	Education Program Specialist II	CID



Republic of the Philippines
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SCHOOLS DIVISION OFFICE - VALENZUELA

PURCHASE REQUEST

Entity Name: **SDO-VALENZUELA**

Fund Cluster: **01**

Office/Section : SGOD		PR No.: SGOD-2026-01-0001	Date: 1/13/2026		
		Responsibility Center Code : _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	AM Snack: Arroz Caldo with Tofu & Boiled Egg, Bottled Water / Coffee Lunch: Tinolang Manok, Lumpiang Shanghai with Sweet and Sour, Creamy Mixed Vegetable with Dessert - Banana, Iced Tea PM Snack: Pancit Bihon with Monay Bread, Bottled Water	30	350.00	P10,500.00
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			Total Amount		10,500.00

Purpose: Meals for the conduct of QMS-Related Activity (Review and Assessment of SDO Standard Operational Procedures on January 29, 2026)

Requested by: Signature : Printed Name : DR. BALTAZAR M. GAYEM Designation : SGOD, Chief	Recommending Approval: ERNEST JOSEPH C. CABRERA Officer-in-Charge Assistant Schools Division Superintendent	Approved by: NOEL D. BAGANO Schools Division Superintendent
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SCHOOLS DIVISION OFFICE - VALENZUELA

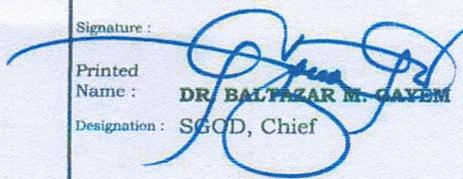
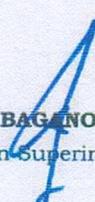
PURCHASE REQUEST

Entity Name: **SDO-VALENZUELA**

Fund Cluster: **01**

Office/Section : SGOD		PR No.: SGOD-2026-01-0002	Date: 1/13/2026		
		Responsibility Center Code : _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	AM Snack: Pancit Canton, Puto, Bottled Water / Coffee Lunch: Chicken Adobo, Rice, Chopsuey, Fresh Fruit(Water Melon or Banana), Iced Tea PM Snack: Pancit Bihon with Slice Bread, Bottled Water	30	350.00	P10,500.00
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			Total Amount		10,500.00

Purpose: Meals for the conduct of QMS-Related Activity (Internal Auditing of Planning Documents and Operational Processes on February 26, 2026)

Requested by: Signature :  Printed Name : DR. BALTAZAR M. GAYEM Designation : SGOD, Chief	Recommending Approval:  ERNEST JOSEPH C. CABRERA Officer-in-Charge Assistant Schools Division Superintendent	Approved by:  NOEL D. BAGINO Schools Division Superintendent
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Republic of the Philippines
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SCHOOLS DIVISION OFFICE - VALENZUELA

PURCHASE REQUEST

Entity Name: **SDO-VALENZUELA**

Fund Cluster: **01**

Office/Section : SGOD		PR No.: SGOD-2026-01-0003	Date: 1/13/2026		
		Responsibility Center Code : _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	AM Snack: Arroz Caldo with Tofu & Boiled Egg, Bottled Water / Coffee Lunch: Tinolang Manok, Lumpiang Shanghai with Sweet and Sour, Creamy Mixed Vegetable with Dessert - Banana, Iced Tea PM Snack: Pancit Bihon with Monay Bread, Bottled Water	25	350.00	P8,750.00
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			Total Amount		8,750.00

Purpose: Meals for the conduct of QMS-Related Activity (Revision of Process Workflow of SDO Frontline Services on March 26, 2026)

<p align="center">Requested by:</p> <p>Signature: </p> <p>Printed Name: DR. BALTAZAR M. GAYEM</p> <p>Designation: SGOD, Chief</p>	<p align="center">Recommending Approval:</p> <p></p> <p align="center">ERNEST JOSEPH C. CABRERA Officer-in-Charge Assistant Schools Division Superintendent <i>W</i></p>	<p align="center">Approved by:</p> <p></p> <p align="center">NOEL D. BAGANO Schools Division Superintendent</p>
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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	SDO VALENZUELA
End-User/Implementing Unit	SGOD – SMM&E
Name & Designation of Representative	Mr. Jayson U. Loayon – OIC, SEPS

2. PROJECT OVERVIEW

Project Name	Implementation of SDO Quality Management System (QMS)-Related Activities for Calendar Year 2026
Estimated Budget	₱ 29,750.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	01/2026 – 01/2026
Expected Date of Delivery (mm/yyyy)	01/29/2026, 02/26/2026, 03/26/2026

3. MARKET SCOPING ACTIVITY/IES CONDUCTED *(Check all that apply)*

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input checked="" type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures /

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Publications, Market Analysis Report or similar document/ Online Product Reviews Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input checked="" type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken:	

Notes:

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*
- ii. *The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.*

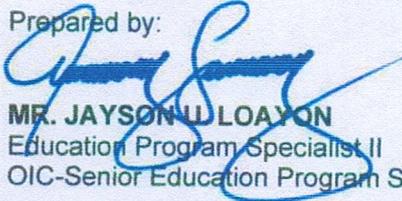
4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. Project Cost Estimate [Does the cost estimate align with current market prices?]		

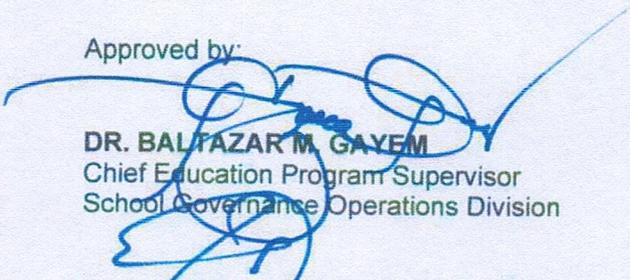
Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]		
c. Technical Criteria [Does the market support the proposed technical requirements?]		
d. Delivery Lead Time [Are the timelines for delivery feasible?]		
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:


MR. JAYSON U. LOAYON
 Education Program Specialist II
 OIC-Senior Education Program Specialist

January 15, 2026

Approved by:


DR. BALTAZAR M. GAYEM
 Chief Education Program Supervisor
 School Governance Operations Division

DR. ERNEST JOSEPH C. CABRERA
 OIC-Assistant Schools Division
 Superintendent

Date: _____