





Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY

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REGIONAL MEMORANDUM

QMO-2021-006

To: Assistant Regional Director
Schools Division Superintendents
Batanes, Cagayan, Isabela, Nueva Vizcaya
Cauayan City, Santiago City, Tuguegarao City
All others concerned

From:  **BENJAMIN D. PARAGAS, PhD, CESO V**
Director IV 
Regional Director

Date: March 10, 2021

Subject: **DESIGNATION OF QUALITY MANAGEMENT REPRESENTATIVE IN
THE SCHOOLS DIVISION OFFICES (SDOs)**

1. Pursuant to DepEd Order No. 009, s. 2021 titled *Institutionalization of a Quality Management System in the Department of Education*, and to ensure the adherence to the ISO 9001:2015 requirements and alignment of the SDOs to the Regional Office, the designation of a **Quality Management Representative (QMR)** in the SDOs is critical in the implementation of the Quality Management System (QMS).
2. With this, each SDO is requested to designate a QMR and submit his/her designation order/special order to gmo.region2@deped.gov.ph for reference of this office not later than *Wednesday, March 24, 2021*.
3. The QMR to be designated:
 - a. must **not** be the Schools Division Superintendent or Assistant Schools Division Superintendent (as they compose the **Top Management**)
 - b. must **not** be the Lead Auditor (as they have a different set of terms of responsibilities)
 - c. must be someone who has an open communication line and knows how to use the **official communication platforms** recognized by DepEd
 - d. must be someone who **advocates quality**, ensures customer satisfaction, and commits incessantly to continual improvement.
4. The QMR shall have the following roles and responsibilities:



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



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- a. Communicate the importance of having a QMS within DepEd
 - b. Oversee the implementation and take accountability for the effectiveness of the of the QMS;
 - c. Ensure the conformance of the QMS to the requirements of ISO 9001;
 - d. Ensure the integrity and effectiveness of the QMS;
 - e. Ensure that the Quality Policy and DepEd QMS targets and objectives are aligned within the context and strategic directions of the Top Management;
 - f. Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;
 - g. Ensure integration of the QMS requirements into DepEd's business processes;
 - h. Promote continuous improvement of the QMS and processes of the agency;
 - i. Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;
 - j. Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and
 - k. Act as a liaison of the Department with external parties on matters relating to QMS.
5. All QMS related documents for the signature of the QMR in the SDOs shall be prepared in the following manner:

(NAME OF THE DESIGNATED QMR)

Quality Management Representative

Department of Education – Schools Division Office of (name of SDO)

6. The QMR shall be supported by the different QMS Teams – Internal Audit, Knowledge Management, Risk Management, Quality Workplace, Training and Advocacy, and QMS Secretariat.
7. The designated QMR shall perform his/her duties and responsibilities effective *Monday, March 29, 2021.*
8. For information, guidance, and compliance.

QMO/cmm



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