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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0340

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
All concerned

Subject: **ADDENDUM TO OFFICE MEMORANDUM NO. SGOD-2025-0310
(SERIES OF ACTIVITIES FOR THE MONTH OF JULY RELATIVE TO
THE QUALITY MANAGEMENT SYSTEM IMPLEMENTATION)**

Date: July 7, 2025

In line with the Readiness Assessment from July 10-18, 2025 per Office Memorandum No. SGOD-2025-0310, the following indicative activities are to be observed strictly:

DATE & VENUE	ACTIVITY	PARTICIPANTS
July 14, 2025 (after the Monday Convocation)	Virtual Briefing on QMS	All SDO personnel including utility workers and security guards
July 15, 2025 at the Division Training Center (DTC)	Coaching Sessions: OSDS CID	All OSDS personnel, QMR, and Secretariat
8:00am to 12:00nn 1:00pm to 5:00pm		All OSDS personnel, QMR, and Secretariat
July 16, 2025 at DTC	Coaching Session with SGOD	All SGOD personnel, QMR, and Secretariat
July 17-25, 2025	Preparation of MOVs / Documented Information per Functional Division	All SDO personnel

Please be informed further that the following shall serve as the Overall Team Leaders in each functional division, to wit:

1. CID: Janwario E. Yamota, Chief Education Supervisor
2. SDOD: Ailene B. Añonuevo PhD, Chief Education Supervisor
3. OSDS: Neo Carlo R. Magno, Administrative Officer IV/HRMO



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They will have the following roles and responsibilities:

- a. Serve as the contact persons of the Top Management and QMR relative to the QMS implementation;
- b. Ensure that their offices are ready during the Stage 1 and 2 Audit; and
- c. Ensure that all personnel shall be readily available during the series of QMS activities.

Furthermore, to give ample time in the preparation of the various documented information for the upcoming internal audit sometime in the last week of July or first week of August 2025, SDO personnel are granted with Compensatory Overtime Credits (COC) per CSC-DBM Joint Circular No. 04 & 2-A, s. 2005 on the services rendered either on July 12, 13, 19, 20, 26, and 27, 2025. A request form shall be submitted to the functional division team leader for subsequent submission for approval by the SDS prior to the render of the overtime services.

Please see attached Overtime Request Form for your reference.

For questions and clarifications, please contact Ailene B. Anonuevo PhD, QMR, at ailene.anonuevo@deped.gov.ph.

For your guidance and strict compliance.


JINKY B. BIRMAN PhD, CESO VI
Schools Division Superintendent

Encl: As stated
SGOD/aba/kdgi


RELEASED

JUL 10 2025

RECORDS SECTION SDO PANABO CITY
BY 



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

OVERTIME REQUEST FORM

Employee Name	Date Filed
Position	Salary
Section Head	Chief/Unit Head:
Proposed date/s of Overtime	Number of Hours/Specific Time
Reason/s for the Overtime	
Recommending Approval	Approved
<input type="checkbox"/> With Overtime Pay <input type="checkbox"/> With Compensatory Off Credits	
(NAME & SIGNATURE OF QMS TEAM LEADER) (POSITION OF TEAM LEADER)	JINKY B. FIRMAN PhD, CESO VI Schools Division Superintendent



75-41861

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

SGOD-2025-0310

To : **BASILIO P. MANA-AY JR., CESO VI**
Assistant Schools Division Superintendent
AILENE B. ANONUEVO, PhD, Chief Education Supervisor
Schools Governance and Operations Division
JANWARIO E. YAMOTA, Chief Education Supervisor
Curriculum Implementation Division
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL CONCERNED

Subject: **SERIES OF ACTIVITIES FOR THE MONTH OF JULY RELATIVE TO THE QUALITY MANAGEMENT SYSTEM IMPLEMENTATION**

Date: **June 30, 2025**

Please be informed of the following series of activities relative to the Quality Management System Implementation, to wit:

1. **July 7-9, 2025:** Coaching for the QMS Internal Audit

Venue: SDO -DTC

Time: 8:00 am – 5:00 pm

Participants:

- a. Antonio Pasquito, Jr
- b. Dr. Ylcy Mangulimotan
- c. Lea Jane Isleta
- d. Tyron Dujali
- e. Dr. Elden Orbeta
- f. Neo Carlo Magno
- g. Glenn Separis (PMT/Facilitator)
- h. Dr. Marissa Manginsay
- i. Desiree Loreen Barabat
- j. Ker Denzel Infiesto
- k. Atty Annalene Villanueva
- l. Dr. Erick Dalumpines
- m. Ailene B. Anonuevo
- n. Lilannie Somoso


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2. July 10-18, 2025: Readiness Assessment

Participants: All Committee Team Leaders and Deputy Team Leaders

Venue: SDO - DTC

3. July 21-25, 2025: Preparation for the Internal Audit (Local)

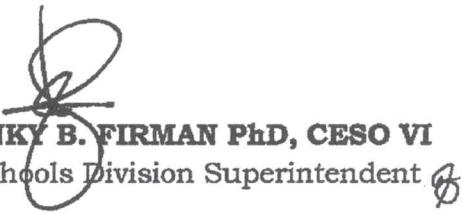
Note: All Division Chiefs, Unit Heads, and Committee Team Leaders shall coach their respective team members for the Internal Audit

4. July 28-30, 2025: Internal Audit (Local)

Participants: All trained Internal Quality Audit Team

All expenses incurred relative to these activities are chargeable against the Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and strict compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JUL 02 2025

RECORDS SECTION SDO PANABO CITY
BY 

*Enclosed: As stated.
SGOD/aba*