



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0630

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Public Schools District Supervisors  
Education Program Supervisors  
Selected QMS Internal Auditors

Subject: **CONDUCT OF CAPACITY BUILDING ON ISO 19001:2018, ISO 9001: 2015 AND DM 014, S. 2022 (THE DEPED QMS MANUAL AND PAWIM CUM WORKSHOP ON SDO READINESS ASSESSMENT**

Date: October 28, 2025

Attached is Regional Memorandum QAD - 2025- 062 re: Conduct of Capacity Building on ISO 19001:2018, ISO 9001: 2015 and DM 014, s. 2022 (The DepEd QMS Manual and PAWIM Cum Workshop on SDO Readiness Assessment on November 4-8,2025 at Eden Nature Park and Resort, Davao City, other details are found in the enclosures.

With this, the following personnel are hereby directed to attend the said activity, to wit:

NAME	OFFICE/SCHOOL/ DESIGNATION
1. MARISSA Y. MANGINSAY	PSDS - CID
2. ELDEN D. ORBETA	EPS - CID
3. KER DENZEL G. INFIESTO	PO III -SGOD
4. JOHN B. VISILLAS	EPS - CID
5. TYRON O. DUJALI	ITO - OSDS

Meals, Board and lodging, Transportation, per diem and other incidental expenses shall be chargeable against Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

Enclosed: As stated.  
SGOD/ABA/HRDS

**RELEASED**

**OCT 30 2025**



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October 20, 2025

REGIONAL MEMORANDUM  
QAD-2025-062

DETAILS ON THE CONDUCT OF CAPACITY BUILDING ON ISO 19011:2018, ISO 9001:2015 AND DM 014, S. 2022 (THE DEPED QMS MANUAL AND PAWIM) CUM WORKSHOP ON SDO READINESS ASSESSMENT

To: Assistant Regional Director  
Schools Division Superintendents  
RO Chiefs of Functional Divisions

1. Relative to the conduct of **Capacity Building on ISO 19011:2018, ISO 9001:2015 AND DM 014, S. 2022 (The DepED QMS Manual and PAWIM) Cum Workshop on SDO Readiness Assessment** on November 4 – 8, 2025 as announced via **Regional Memorandum QAD- 2025-056 (Quality Management System (QMS)-Internal Quality Audit Team (IQAT) Activities and Provision of Technical Assistance for Schools Division Offices in Region XI)**, the following are the details of the activity:

- a. Participants are required to bring the following:
  - copies of ISO 19011:2018, ISO 9001:2015, and PAWIM;
  - Sample Planning Documents, and Operations Manual;
  - Copies of approved 2025 OPCR Plan, WFP and PPMP;
  - Copy of Compendium, v3.0; and
  - Laptop and extension wire.
- b. Training matrix, resource persons/trainers, workshop facilitators, EXECOM, technical working group members and executive committee are in the enclosures.
- c. Participants are required to confirm attendance through [tinyurl.com/CapBOMSTAregistration25](http://tinyurl.com/CapBOMSTAregistration25) before October 25, 2025. **Strictly, no proxy is allowed.**
- d. A one day Compensatory Time Off (CTO) for the services rendered on November 8, 2025 (Saturday) shall be granted.
- e. Approved Work Application Plan (WAP) shall be submitted to the Regional Office through Quality Assurance Division, Attention: Brenda S. Belonio, *Deputy of RO IQAT*, on or before November 18, 2025. Template of the WAP is attached per DM 44, s. 2023.



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2. Transportation, meals, accommodation and other incidental expenses of the participants are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
3. For information, guidance and compliance.

ALLAN G. FARNAZO  
Director IV

ROQ4/bsb

RECORDS SECTION  
**RELEASER**  
By: \_\_\_\_\_ Date: Oct. 24, 2025  
Time: \_\_\_\_\_  
1028120967



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**Enclosure A.: RESOURCE SPEAKERS/LEARNING FACILITATORS, AND WORKSHOP FACILITATORS**

<b>Resource Speakers/Learning Facilitators</b>	
<b>Brenda S. Belonio, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879	<b>Glenn Villonez</b> EPS, HRDD ROXI, IQAT Member
<b>Agnes A. Sagsagat</b> Member, RO IQAT	<b>Janice T. Gamalong</b> Member, IQAT

<b>Workshop Facilitators</b>		
<b>QMS Designation</b>	<b>Name</b>	<b>Functional Division</b>
Lead, IQAT	1. Jenielito S. Atillo	QAD
Deputy, IQAT	2. Brenda S. Belonio	QAD
Members, IQAT	3. Janice T. Gamalong	AD
	4. Mary Jane M. Mejorada	CLMD
	5. Ronnie S. Mercado	FTAD
	6. Cherry Ann D. Into	PPRD
	7. Isidra B. Despi	HRDD
	8. April P. Bañados	AD-CS
	9. Atty. Lorenza C. Pitulan	ORD-Legal
	10. Atty. Shemelyn G. Bilbao	ORD-Legal
	11. Joy L. Sibonga	AD-PU
	12. Desiree B. Aquino	AD-CS
	13. Maureen Ava B. Acuña	HRDD
	14. Joeisa Presbitero	CLMD
	15. Agnes A. Sagsagat	ORD Proper
	16. Glen L. Villonez	HRDD
	17. Justin Brylle C. Villarias	ORD-PAU
	18. Zaldy Boy C. Nemenzo	AD-AMS
	19. Reissa T. Silda	ESSD
	20. Drueco, Lady Red Ivanna M.	AD-CS
	21. Saguibo, Charles G.	AD-AMS
	22. Carlo Magno G. Remolino	AD-AMS
	23. Elvin Anajao	AD-GSU



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**Enclosure B: Executive Committee & Technical Working Group (TWG)**

<b>Executive Committee:</b>		
<b>Chair:</b>	<b>Allan G. Farnazo</b> Director IV	
<b>Co-chair:</b>	<b>Rebonfamil R. Baguio</b> Asst. Regional Director	
<b>Program Managers:</b>	<b>Jenielito S. Atillo</b> CES, QAD/RO QMS Lead, IQAT  <b>Brenda S. Belonio</b> EPS, QAD/RO QMS Deputy, IQAT	
<b>Technical Working Group (TWG)</b>		
<b>Committee</b>	<b>Name of M&amp;E Personnel</b>	<b>Terms of Reference:</b>
<b>Program and Invitation:</b>	Brenda S. Belonio, EdD EPS, QAD/Deputy, RO IQAT	*Prepares and design the program and direction of activity; *Communicate the invitations to the concerned personnel in the region.
<b>Attendance and Registration:</b>	Darly D. Lamentac EPS, QAD/Head Secretariat, RO QMS  Jomar Boy A. Cuyos, PhD EPSP II, PPRD/Secretariat, RO QMS	Ensure 100% of attendance and registration of participants
<b>Documentation</b>	Brenda S. Belonio, EdD EPS, QAD/Deputy, RO IQAT  Darly D. Lamentac EPS, QAD/Head Secretariat, RO QMS  Agnes Sagsagat AO V, AD-Personnel Member, RO IQAT  Justin Brylle C. Villarias PDO II, ORD-PAU Member, RO IQAT	Capture photo documentation and make write ups on the activity vis-à-vis goals in Region XI, for public information.  Ensure complete submission of the Quality Assured and approved WAP by the participants  Accomplish the completion report of the activity



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<b>Production Committee</b>	Janice T. Gamalong SAO, AD  April P. Bañados AO V, AD-Cash Section  Zaldy Boy C. Nemenzo AO 1, AD-AMS  Carlo Magno G. Remolino AA VI, AD-AMS  Puriflor M. Limjuco - Staff, QAD Aaron G. Cubelo - Staff, QAD	*ensure all e-copies of learning resources (ISO standards, PAWIM, Forms and Templates, to be utilized in the training are uploaded in the drive, and provide link for the access; *access to RO standard forms and templates by the IQA as reference in the assessment activity; *Prepare printed training materials, hand-outs, including the printing of certificates of participation, certificate of appearance, certificate of recognition for the speakers *Haul the training materials, hand-outs, certificates, and ICT equipment to the training venue at Day 0 of the activity.
<b>Training Manager:</b>	Brenda S. Belonio, EdD EPS, QAD	Ensures that the implementation of the program/capacity building is implemented as planned.
<b>Assessment Committee</b>	Selected RO IQAs: Brenda S. Belonio (Chair) Ronnie S. Mercado Cherry Ann D. Into Mary Jane M. Mejorada Joeisa Presbitero Glen L. Villonez Janice T. Gamalong Reissa T. Silda	-ensure integrity in conducting the assessment -Served as proctors of the pretest and posttest -the chair prepares the pre and post assessments of the participants
<b>Process Observers</b>	All RO IQAT SDO Lead IQAT	-observe the process of conducting simulation or mock audit using standard template; -report results of the mock audit; -accomplish auditor's evaluation by the auditor and the team leader; and -RO IQAT provides technical assistance to SDO IQATs for continual improvement
<b>Monitoring of Outputs and Dashboard:</b>	Resource Speakers/Learning Facilitators  Agnes Sagsagat AO V, AD-Personnel	Ensures that all participants have produced and submitted outputs. All outputs should be checked and processed for



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	Member, RO IQAT  Reissa T. Silda Nutritionist Dietitian II Member, RO IQAT	deeper and better understanding of the topics.
<b>QAME In-Charge:</b>	Darly D. Lamentac QAME Associate/Head Secretariat, RO QMS	*Conducts QAME for the activity, process and analyze results. *Submits daily QAME results to the PMT and presents the overall results at the end of the activity. *provide QAME results to the external service provider and ensures commitment on the utilization of QAME results for continual improvement.
<b>Emcee:</b>	Maureen Ava B. Acuña EPSp II, R-NEAP	*Sets the tone of the activity. *Provide context and clarity on the flow of the program, and ensure smooth transitions between different segments/part of the program so that it flows smoothly.



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**Enclosure C: Training Matrix**

Topic	Time Frame	In-Charge/Speaker
<b>Day 0 (November 3, 2025)</b> -Registration -Briefing of TWG and Team Leaders -Orientation on the Mechanics of the Intensive Training	3:00-5:00 P.M.	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879  TWG, Team Leaders
<b>Day 1 (November 4, 2025)</b>		
<ul style="list-style-type: none"> <li>• Opening Program</li> <li>• PRETEST</li> </ul>	8:00-9:00AM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879  TWG, Team Leaders Assessment Proctors
<b>Health Break</b>	9:00-9:10AM	
<b>Session 1</b> <b>NMQS of the Department of Education</b> <ul style="list-style-type: none"> <li>• Institutionalization of a Quality Management System of the DepEd</li> <li>• Implementation of the NQMS Procedures and Work Instructions Manual (PAWIM)</li> </ul>	9:10 A.M.- 11:10 A.M.	Janice T. Gamalong Agnes A. Sagsagat Members, IQAT
<b>Session 2</b> <b>General Introduction, Principles, and Requirements</b> <ul style="list-style-type: none"> <li>• Purpose of ISO 9001:2015</li> <li>• Applying the QMS Principles</li> <li>• QMS Structure in Deming PDCA Cycle</li> <li>• Clause 4: Understanding the Organization and its Context</li> </ul>	11:10-12:00	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
Lunch Break		
<b>Session 3A</b> <b>Familiarization of the ISO 9001:2015 Clauses</b> <ul style="list-style-type: none"> <li>• Clause 5: Leadership</li> <li>• Clause 6: Planning</li> </ul>	1:00-3:00PM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
<b>Health Break</b>	3:00-3:10PM	
<b>Session 3B</b> <b>Familiarization of the ISO 9001:2015 Clauses</b> <ul style="list-style-type: none"> <li>• Clause 7: Support</li> <li>• Clause 8: Operation</li> </ul>	3:10-6:00PM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
QAME	6:00PM	QAME Associate



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**Day 2 (November 5, 2025)**

Topic	Time Frame	In-Charge/Speaker
MOL Recap Day 1	7:45-8:00AM	SDO Davao City SDO Panabo City
<b>Session 4</b> <b>ISO 9001:2015 Clauses</b> • Clause 9: Performance Evaluation • Clause 10: Improvement	8:00-9:30AM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
<b>Health Break</b>	9:30-9:40AM	
<b>Workshop 1 Rekindling Clauses</b> (Deepening the understanding of ISO 9001:2015 requirements in DepEd Context) -mapping out of documents and records in DepEd	9:40-10:40AM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879 Workshop Facilitators
<b>Session 5: Guidelines for Auditing Management System – ISO 19011:2018</b> <b>Module 1: Management System: Audit Concepts and Principles</b>	10:40-12:00 noon	
Lunch Break		
<b>Module 2: The QMS Auditor</b> • Auditor's Roles and Responsibilities • Auditor Competence • Attributes of a Good Auditor/Personal Attributes • People Involved in the Audit • Selecting Audit Team • Auditor Evaluation • Maintenance and Improvement of Auditor Competence	1:00-2:30PM	
<b>Health Break</b>	2:30-2:40PM	
<b>Session 6 (Module 3A)</b> <b>Managing the Audit: Planning</b> • Audit Programme • Audit Itinerary • Audit checklist • Audit Trail and Objective Evidence • Document Review • Audit Communications	2:40-5:30PM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
<b>Module 3A Workshop per Team</b>	5:30-6:30PM	<b>-Resource Person/Learning Facilitator</b> <b>-Workshop Facilitators</b>
QAME	6:30PM	QAME Associate



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**Day 3 (November 6, 2025)**

Topic	Time Frame	In-Charge/Speaker
MOL Recap Day 2	7:45-8:00AM	Digos City Tagum City
Review of Sessions 4-6	8:00-8:30AM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
<b>Session 7 (Module 3B)</b> <b>Managing the Audit: Audit Proper</b> <ul style="list-style-type: none"><li>• Opening Meeting</li><li>• Process-Based Audit</li><li>• Audit Methods and Techniques</li><li>• Handling Difficult Situations during the Audit</li><li>• Notes Taking</li><li>• Communication during the Audit</li><li>• Audit Guide</li></ul>	8:30-10:30	
<b>Health Break</b>	10:30-10:40AM	
<b>Session 8 (Module 3C)</b> <b>Managing the Audit: Audit Reporting</b> <ul style="list-style-type: none"><li>• Audit Findings</li><li>• Documenting Audit Findings</li></ul>	10:40-12:00 noon	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
Lunch Break		
<b>Session 8 (Module 3C)</b> <b>Managing the Audit: Audit Reporting</b> <ul style="list-style-type: none"><li>• Documenting Audit Findings</li><li>• Preparing, Approving, and Distributing Audit Report</li><li>• Preparing Audit Conclusion</li><li>• Closing Meeting</li><li>• RFA</li><li>• Completing the Audit</li></ul>	1:00-3:00PM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
<b>Health Break</b>	3:00-3:10PM	
<b>Workshop on Module 3C</b>	3:10-4:30PM	<b>Resource Person/Learning Facilitator</b>  <b>Workshop Facilitators</b>
<b>Session 9</b> <b>Continual Improvement Through Internal Audit</b> <ul style="list-style-type: none"><li>• Audit Follow-Up</li><li>• Continual Improvement</li></ul>	4:30-5:30	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
<b>-Mechanics for the Mock Audit</b> <b>-Presentation of the Tool</b> <b>-Preparation for the Mock Audit :</b> <ul style="list-style-type: none"><li>-Auditors</li><li>-Auditees</li><li>-Process Observers</li></ul> <b>-IQA Tool Kit</b>	5:30-6:30PM	<b>Resource Person/Learning Facilitator</b>  <b>Workshop Facilitators</b> <b>Process Observers</b> <b>Participants</b>

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QAME	6:30PM	QAME Associate
<b>Day 4 (November 7, 2025)</b>		
<b>BREAK OUT SESSIONS</b>		
<b>Topic</b>	<b>Time Frame</b>	<b>In-Charge/Speaker</b>
MOL per Breakout Room	8:00-8:15AM	Facilitators Process Observers
-Mechanics for the Mock Audit -Presentation of the Schedule and time allocation of each IQA for the Mock Audit	8:15-8:30AM	Assigned RO Internal Quality Auditor
<b>Mock Audit Proper</b>	8:30-5:00PM	Facilitators Process Observers Participants
<b>Recap of the Day's Activity and Provision of Technical Assistance by the RO IQA</b>	5:00-6:00PM	Facilitators Process Observers
QAME	6:00PM	QAME Associate
<b>Day 5 (November 8, 2025)</b>		
<b>Topic</b>	<b>Time Frame</b>	<b>In-Charge/Speaker</b>
MOL	8:00-8:15AM	IGACOS Davao Del Norte
-Giving of Feedback per Team on the Mock Audit by the Facilitator/Team Leader -Sharing of Experiences on the Mock Audit by the participants -Debriefing/ Post Conference • Open Forum -Take aways of auditors	8:15-10:00AM	Facilitators Process Observers Participants
<b>Health Break</b>	10:00-10:10AM	
<b>Clearing of Issues and Concerns on the Conduct of IQA</b>	10:10-10:40AM	<b>Jenielito S. Atillo</b> Lead, ROXI IQAT
<b>Making of the Work Application Plan (WAP)</b>	10:40-12:00 noon	<b>Glenn Villonez</b> EPS, HRDD ROXI, IQAT Member
<b>Lunch Break</b>		
<b>Presentation of the macro plan on the Readiness Assessment of the Established QMS processes in SDOs</b>	1:00-1:30 PM	<b>BRENDA S. BELONIO, EdD</b> Education Program Supervisor QMS Practitioner   QMS Auditor CQI&IRCA UDN: 622879
<b>Workshop: Preparation of the Itinerary Plan per SDO on the Conduct of the</b>	1:30-2:30PM	-Resource Person/Learning Facilitator -Workshop Facilitators

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<b>Readiness Assessment of the Established QMS processes</b>		
<b>Submission of Outputs</b>	2:30PM	
<b>Post Test</b>	2:30-3:00PM	<b>Assessment Committee</b>
QAME	3:00PM	QAME Associate
<b>Closing Program</b> Nationalistic Song Ecumenical Prayer Insights Challenge Acceptance of Challenge/Commitment Distribution of Certificates Closing Remarks	3:30-4:30PM	Core Management Team