



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

Advisory No. 469, s. 2025

November 21, 2025

In compliance with DepEd Order No.8, s. 2013

This Advisory is issued not for endorsement per DO28, s. 2001

But only for the information of DepEd Officials,

Personnel/staff, and the concerned public

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**CHANGE OF SCHEDULES FOR THE CONDUCT OF THE REGIONAL ORIENTATION
FOR THE QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION
AND INTRODUCTION OF THE QMS DOCUMENTS PORTAL FOR THE
KNOWLEDGE MANAGEMENT TEAM (KMT)**

Please be advised of the change of dates for the Regional Orientation on QMS Implementation and Introduction of the QMS Documents Portal for the SDO-QMS Knowledge Management Team (KMT). The orientation, previously scheduled for December 15-16, 2025, will now be held on **December 9-10, 2025, at the same venue: NEAP-R, Airport Road, Tiguma, Pagadian City.** This adjustment is necessary to ensure better resource availability.

Other provisions stipulated in the said memorandum shall remain in effect. Your attendance and participation are highly valued.

Widest dissemination of this Advisory is enjoined.

For more information, please contact:

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November 21, 2025

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Office of the Regional Director

November 5, 2025

REGIONAL MEMORANDUM
No. 605, s. 2025

**REGIONAL ORIENTATION ON QUALITY MANAGEMENT SYSTEM (QMS)
IMPLEMENTATION AND INTRODUCTION OF THE QMS DOCUMENTS
PORTAL FOR THE KNOWLEDGE MANAGEMENT TEAM (KMT)**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
SDO Functional Division Chiefs
QMS-Knowledge Management Teams
SGOD-SMMEs
All Other Employees
This Office

1. The Department of Education (DepEd) Regional Office IX continues to strengthen its Quality Management System (QMS) in alignment with ISO 9001:2015 standards, DepEd's Quality Policy, and DepEd Memorandum No. 14, s. 2022. Ensuring that all personnel in the Regional Office (RO) and across Schools Division Offices (SDOs) are knowledgeable of QMS principles, processes, and roles essential to sustaining efficiency, accountability, and continual improvement in service delivery.
2. As part of this effort, the Regional Office, through the Quality Assurance Division (QAD), will conduct a **Regional Orientation on QMS Implementation and Introduction of the QMS Documents Portal for the SDO-QMS Knowledge Management Team (KMT)** to capacitate personnel on QMS requirements and document control standards on **December 15 -16, 2025, at NEAP-R, Airport Road, Tiguma, Pagadian City**. This orientation will also serve as a venue to introduce the QMS Documents Portal developed by DepEd Region IX under the DepEd Regional Information Management System (DRIMS). The portal will be presented as a model innovation that showcases streamlined access, updates, and control of QMS forms and templates, demonstrating how digital solutions can strengthen compliance and efficiency. Through this activity, participants will not only deepen their understanding of QMS implementation but also be exposed to innovative practices that may serve as a reference for their own quality management initiatives.
3. The Regional Orientation on QMS Implementation and Introduction of the QMS Documents Portal for the SDO-QMS Knowledge Management Team (KMT) aims to:
 - discuss Operations Manual and Planning Documents in One-DepEd, One QMS;
 - orient the QMS KMT on the standards, legal bases, and core processes of QMS implementation in DepEd;
 - clarify the roles and responsibilities of the Knowledge Management Team in sustaining compliance and quality service delivery;



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- provide capacity-building to KMT on document control to strengthen the division-level QMS practices; and
- introduce the QMS Documents Portal of DepEd Region IX as a model innovation for efficient access, updates, and control of QMS forms and templates.

4. The number of participants in this activity per SDO is specified below, while the indicative Program of Activities is contained in Attachment 1.

Region/SDOs	Identified Participants		Number of Participants
*Regional Office	<ul style="list-style-type: none"> - KMT Members - Resource Speakers - Program Management Team (QAD) 		14
*Schools Division Offices	SDO KMT Members	SDO- SGOD SMME	Number of Participants
• Dapitan City	4	1	5
• Dipolog City	4	1	5
• Isabela City	4	1	5
• Pagadian City	4	1	5
• Zamboanga City	5	1	6
• Zamboanga del Norte	5	1	6
• Zamboanga del Sur	5	1	6
• Zamboanga Sibugay	5	1	6
TOTAL	36	8	58

5. Accommodation, meals, and snacks of the participants shall be charged against 2025 MOOE RO-QAD training expenses, subject to the usual auditing rules, procedures, and guidelines.

6. Board and Lodging and Meal Arrangements:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
November 26, 2025 (Day 1)	✓	✓	✓	✓	✓	✓
November 27, 2025 (Day 2)	✓	✓	✓	✓	✓	✓

7. Participants are required to bring their own laptop and extension cord for use during the activities.

8. Travel expenses of participants from Schools Division Offices shall be charged to their respective local funds. All costs are subject to the usual accounting and auditing rules and regulations.



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9. For queries and/or clarifications, don't hesitate to get in touch with Dr. Lucman L. Manupac, Chief ES-QAD of the Regional Office, through email address lucmanlmanupac@deped.gov.ph or cellphone number 09126068967.

10. Immediate and wide dissemination of this Memorandum is hereby enjoined.

Digitally signed by Legaspi Ruth Fuentes
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RUTH L. FUENTES, CESO III
Regional Director

QAD/LLM/RM
November 4, 2025



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ANNEX 1

**REGIONAL ORIENTATION ON QMS IMPLEMENTATION AND INTRODUCTION
 OF THE QMS DOCUMENTS PORTAL FOR THE KNOWLEDGE
 MANAGEMENT TEAM (KMT)**

TRAINING MATRIX

A.1 Date of Conduct: December 15-16, 2025	A.2 Duration of Activity: Two Days
A.3 Venue/Platform: DepEd NEAP R-IX, Tiguma, Pagadian City	A.4 Target Participants: QMS-KMT Members of the SDOs, SGOD-SMMEs, Resource Speakers, Program Management Team (58 Participants)

Time/Date	December 15, 2025 Day 1	Resource Speaker	December 16, 2025 Day 2	Resource Speaker
8:00 am – 9:00 am	Preliminary Activities (Opening Program)	Program Management Team (PMT)	Preliminary Activities (Opening Program)	Program Management Team (PMT)
9:01 am – 10:30 am	Topic 1 Understanding One-DepEd One-QMS (Operations Manual)	Dr. Lucman L. Manupac Chief QAD	Topic 4 Introduction to Document Control and Document Management Procedure	Ms. Iris Faye Ceniza PDO III, ORD-PAU
10:31 am – 10:45 am	Health Break		Health Break	
10:46 am – 12:00 pm	Topic 1 - Continuation Understanding One-DepEd One-QMS (Operations Manual)	Dr. Lucman L. Manupac Chief QAD	Topic 5 Document Management Procedure and Standards	Ms. Iris Faye Ceniza PDO-III, ORD-PAU
12:01 pm – 1:00 pm	Lunch Break		Lunch Break	
1:01 pm – 3:00 pm	Topic 2 Understanding One-DepEd One-QMS (Planning Documents)	Dr. Alhadzmar A. Lantaka Chief, PPRD	Topic 6 QMS Documents Portal (ERUTH-KMT Manager)	Mr. James Manait SEPS, HRDD Ms. Ailyn C. Alfante, ADAS I. FTAD
3:01 pm – 3:15 pm	Health Break		Health Break	
3:16 pm – 5:00 pm	Topic 3 Introduction to Knowledge Management Team (KMT)	Dr. Ruel A. Saldua Chief, FTAD	Topic 6 - QMS Documents Portal (ERUTH-KMT Manager) Closing Program	Mr. James Manait SEPS, HRDD Ms. Ailyn C. Alfante, ADAS I. FTAD
5:01-5:15	Daily Evaluation (QAME)		Daily Evaluation (QAME)	