



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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March 5, 2019

DIVISION MEMORANDUM

No. 195, series of 2019

COMPOSITION OF THE DIVISION QUALITY MANAGEMENT TEAM (DQMT)

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Education Program Supervisors Concerned
Public Schools District Supervisors Concerned
Senior Education Program Specialist – SMM&E
Planning Officer III
Project Development Officer I

1. Pursuant to Administrative Order No. 161, s. 2006 re: "Institutionalizing Quality Management System in Government" and Executive Order No. 605, s. 2007 re: "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program", the Division Quality Management Team (DQMT) is hereby organized and composed.
2. The Division Quality Management Team (DQMT) will track or monitor and evaluate the quality, efficiency and effectiveness of the Programs, Projects and Activities (PPAs) aligned in the Division Basic Education Development Plan 2018-2022.
3. The objectives in establishing Division Quality Management Team (DQMT) are as follows:
 - a. To increase the efficiency in the implementation of the monitoring and evaluation system;
 - b. To develop a School Installation Plan that will guide the schools in organizing their School Quality Management Team (SQMT) together with roles and responsibilities;
 - c. To establish support mechanisms to schools;
 - d. To organize capability building programs for the SQMT; and
 - e. To assist the schools in setting up the School Quality Assurance System.
4. The following shall compose the DQMT:

Chairperson:	Winnie E. Batoon, EdD Officer-In-Charge Office of the Schools Division Superintendent
Co-Chairperson	Melanie P. Estacio, PhD Officer-In-Charge Office of the Assistant Schools Division Superintendent
Members:	Sollie B. Oliver, LLB, MATE Chief Education Supervisor - SGOD

Encls:

References: As stated

To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE DQMT COMMITTEE

ROM: Composition of the Division Quality Management Team (DQMT)
04 March, 2019

	Beverly S. Daugdaug, EdD Chief Education Supervisor - CID
	Reyzen O. Monserate Senior Education Program Specialist – SMM&E
	Evangeline A. Hernan Education Program Supervisor - SGOD
	Luzminda B. Jasmin Education Program Supervisor - CID
	Airon M. Alejandro Planning Officer III
	Patriotiso O. Peñas Public Schools District Supervisor
	Helen Casimiro Public Schools District Supervisor
	Zenaida G. Guya Public Schools District Supervisor
	Ely Cataluña, EdD Public Schools District Supervisor
Secretariat:	Ida I. Juezan, EdD Public Schools District Supervisor
	Cherry Rossette E. Oliva Public Schools District Supervisor
	Julie Anne Posadas Project Development Officer I

5. The herein composed Division Quality Management Team (DQMT) shall work in accordance in the attached functions and responsibilities.
6. Office supplies, travel and other incidental expenses related to the activities of the Division Quality Management Team (DQMT) shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For your information, guidance and compliance.


WINNIE E. BATON, EdD
 Officer-In-Charge
 Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 30013
 DATE: 05 MAR 2019 TIME: 3:45
 BY: 

Encls:
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DIVISION QUALITY MANAGEMENT TEAM (DQMT) FUNCTIONS AND RESPONSIBILITIES

1. Chairperson

A. Functions of the Chairperson:

- Manages the Division Quality Assurance (QA) - Monitoring and Evaluation (M&E) system
- Ensures compliance to quality standards for basic education programs in the division

B. Responsibilities of the Chairperson:

- Establishes the DQMT following guidelines set
- Manages the operation of the Division QA M & E system
- Acts on the recommendations from M & E reports
- Submits quarterly Division QA M & E report to the region
- Submits division annual accomplishment report to the region and division stakeholders
- Interacts with Region and Division Stakeholders, ASDS, Division M & E team

2. Co-Chairperson

A. Function of Co-chairperson

- Co-manages the Division QA M & E system

B. Responsibilities of Co-chairperson:

- Takes the lead in the preparation of appropriate instruments and tools for M&E
- Reviews findings and recommendations submitted by the Division M&E team
- Communicates the reviewed M and E report to the SDS for appropriate action
- Takes the lead in the preparation of TA Plans based on findings and recommendations of division M&E reports Submit reviewed findings and recommendations to the SDS for appropriate action
- Interacts with SDS and D M&E team

3. Members

A. Functions of the DQMT members:

- Assures the conduct of quality planning and implementation of Technical Assistance to schools and strengthening of SBM implementation such as:
 - SIP Appraisal
 - Curriculum Implementation
- Assures the conduct of quality planning and implementation of Technical Assistance to schools and strengthening of SBM implementation such as:

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- Instructional Supervision conducted by School Heads to teachers
- Technical Assistance provided by School Heads to teachers
- HRM processes

B. Responsibilities of the DQMT members:

- Develops the M and E instruments and tools for use by the Division and sub-M&E teams
- Generates quantitative information from the School Information System (SIS) for preparing M&E reports
- Consolidates and analyzes the M and E reports submitted by the Division Sub M and E team (quantitative and qualitative)
- Conducts process check to validate information received from the division sub team
- Coordinates development of TA plans together with other resource persons based on M&E reports from the division sub-M&E teams
- Drafts recommendations based on M&E reports
- Communicate findings and recommendations to ASDS
- Interacts with ASDS and the Sub-division M&E teams

4. Secretariat

A. Function of Secretariat

- Assures quality assured M&E reports and other documents

B. Responsibilities

- Interacts and coordinates with SDS, ASDS and DQMT members
- Documents minutes during meetings/conferences and during Division Monitoring, Evaluation and Adjustment (DMEA)

Encls:

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