



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-425

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Division QMS Team Leaders
Division QMS Team Deputy Team Leaders

Subject : ATTENDANCE IN THE REFRESHER COURSE ON ISO 9001:2015,
ISO 19011:2018, AND DM 014, S. 2022 "THE DEPED QMS MANUAL
AND PAWIM" AND THE PROVISION OF TECHNICAL ASSISTANCE TO
SCHOOLS DIVISION OFFICES

Date : August 17, 2026

1. In reference to Regional Memorandum QAD-2026-046, the identified Division personnel are directed to attend the above-mentioned activity on **August 31 – September 5, 2026 at Eden Nature's Park, Toril, Davao City.**

2. The goal and objectives of the activity to refresh participants' knowledge and understanding of the following standards:

- **ISO 9001:2015 Quality Management System (QMS)** requirements, reinforce risk-based thinking and process approach, and sharpen practical skills for implementing, maintaining, and continually improving a QMS; and

- **ISO 19011:2018 guidelines**, align their auditing practices with current standards, and enhance their ability to plan, conduct, report, and follow up on management system audits using a risk-based approach.

Learning Objectives:

- Master Quality Principles by realigning everyday quality practices with the 7 Quality Management Principles (Customer Focus, Leadership, Engagement of People, Process Approach, Improvement, Evidence-based Decision Making, and Relationship Management);
- Strengthen Context & Risk Management;
- Enhance Leadership & Process Ownership;
- Improve Operational Execution & Control;
- Drive Evaluation & Continual Improvement;
- Review Core Concepts and Auditing Principles and practices with 7 key principles of ISO 19011 (including integrity, fair presentation, due professional care, confidentiality, independence, evidence-based approach, and risk-based approach);
- Apply the Risk-Based Approach when planning, executing, and reporting on management system audits;
- Identify Audit Risks and Opportunities in individual audit activities;
- Strengthen the Audit Process Cycle in Audit Planning, Audit Execution, Audit reporting, Follow-Up and Corrective Action
- Enhance Auditor Competence and Soft Skills (professional behavior and self-assessment);
- Address common auditing pitfalls/challenges;
- Analyze Case Studies on QMS; and



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- Simulate auditing and readiness assessment of One DepEd, One QMS declared processes and PAWIM of QMS Teams
- Familiarize QMS Teams' PAWIM in context with standards on ISO 9001:2015 and Auditing Management
- Provide Technical Assistance to SDO QMS teams and process owners by RO QMS teams and process owners;
- Clear issues and concerns in the implementation of QMS in SDOs

3. The Participants are required to bring the following:

- copies of ISO 19011:2018, ISO 9001:2015, and PAWIM;
- SDO Planning Documents, and Operations Manual;
- Copies of approved 2026 OPCR Plan, WFP and PPMP;
- Copy of Compendium, v3.0;
- Mobile broadband/ pocket Wi-Fi / MiFi / Travel Router; and
- Laptop and extension wire.

4. Below is the schedule of meals and accommodation:

Day	Date	Accommodation	Meals				
			Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 1	August 31, 2026	Check-in: 2:00 PM		9:15	12:00 NOON	2:00	6:30 PM
Day 2	September 1, 2026	Full-board	6:00 AM	9:15	12:00	2:00	6:30 PM
Day 3	September 2, 2026	Full-board	6:00 AM	9:15	12:00	2:00	6:30 PM
Day 4	September 3, 2026	Full-board	6:00 AM	9:15	12:00	2:00	6:30 PM
Day 5	September 4, 2026	Full-board	6:00 AM	9:15	12:00	2:00	6:30 PM
Day 6	September 5, 2026	Check-out: 12:00 noon	6:00 AM	10:00			

5. One day Compensatory Time Off (CTO) for the services rendered on August 31, 2026 (Holiday) and September 5, 2026 (Saturday) shall be granted to the concerned Program Management Team and participants of this activity.

6. Attached is the list of participants of the said activity.

7. Approved Work Application Plan (WAP) regarding this activity shall be submitted to this Regional Office through Quality Assurance Division, Attention: Brenda S. Belonio, Deputy of RO IQAT, ON or BEFORE September 21, 2026. Template of the WAP is attached, reference: DM 44, s. 2023.



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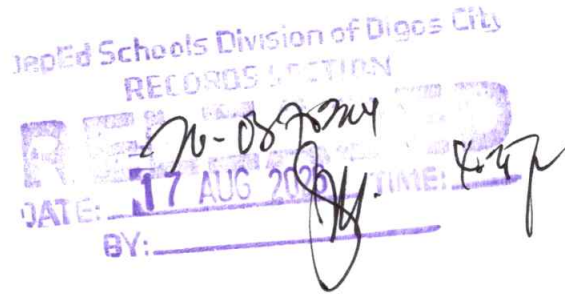
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8. Travel, meals, venue, accommodation and other incidental expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
9. For information, guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

8/17/20



Enclosed: As stated.
SGOD/rom



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Enclosure 1. LIST OF PARTICIPANTS

Participants	Position/Designation/Office
1. Sollie B. Oliver, JD, MATE	Chief ES/Inter Audit Team Leader
2. Beverly S. Daugdaug, EdD	Chief ES/KMT Team Leader
3. Peter-Jason C. Senarillos	SEPS/Internal Audit Deputy Team Leader
4. Jake Lloyd Vencio	AO – V/Budget Officer
5. Clarence Pillerin	PSDS/IQAT Member
6. Gervasio Salinas, Jr.	PSDS/IQAT Member
7. Jem Boy Cabrella	EPS/IQAT Member
8. Reyzen O. Monserate	SEPS/Secretariat Team Leader
9. Cherrie Anne B. Bohol	EPS/Secretariat Deputy Team Leader
10. Bea Pelletero	ADAS III/IQAT Member
11. Francis Jude D. Alcomendras	AO V/Quality Workplace Team Leader
12. Jayzon T. Cardines	PDO II/ Quality Workplace Member
13. Atty. Rodel Pagayon	EPS/KMT Deputy Team Leader
14. Janice Alquizar	EPS II/ Training & Advocacy Team Leader
15. Ronald B. Dedace	PSDS/ Training & Advocacy Deputy Team Leader
16. Ida I. Juezan	PSDS/Risk Management Team Leader
17. Ferna Renira Alde	PSDS/Risk Management Deputy Team Leader



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Republic of the Philippines
Department of Education
DAVAO REGION



August 12, 2026

REGIONAL MEMORANDUM
QAD-2026-046

REFRESHER COURSE ON ISO 9001:2015, ISO 19011:2018, AND DM 014, S. 2022
"THE DEPED QMS MANUAL AND PAWIM", AND THE PROVISION OF
TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES

To: Assistant Regional Director
Schools Division Superintendents
RO Chiefs of Functional Divisions
QMRs and QMS Team Leaders

1. This Office will conduct a Refresher Course on ISO 9001:2015 (Quality Management System), ISO 19011:2018 (Auditing Management Systems), DM 014, S. 2022 (The DepED QMS Manual and PAWIM), and the Provision of Technical Assistance to Schools Division Offices on August 31-September 4, 2026. Venue is to be announced later.

2. The goal and objectives of the activity to refresh participants' knowledge and understanding of the following standards:

- **ISO 9001:2015 Quality Management System (QMS)** requirements, reinforce risk-based thinking and process approach, and sharpen practical skills for implementing, maintaining, and continually improving a QMS; and
- **ISO 19011:2018 guidelines**, align their auditing practices with current standards, and enhance their ability to plan, conduct, report, and follow up on management system audits using a risk-based approach.

Learning Objectives:

- Master Quality Principles by realigning everyday quality practices with the 7 Quality Management Principles (Customer Focus, Leadership, Engagement of People, Process Approach, Improvement, Evidence-based Decision Making, and Relationship Management);
- Strengthen Context & Risk Management;
- Enhance Leadership & Process Ownership;
- Improve Operational Execution & Control;
- Drive Evaluation & Continual Improvement;
- Review Core Concepts and Auditing Principles and practices with 7 key principles of ISO 19011 (including integrity, fair presentation, due professional care, confidentiality, independence, evidence-based approach, and risk-based approach);



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- Apply the Risk-Based Approach when planning, executing, and reporting on management system audits;
- Identify Audit Risks and Opportunities in individual audit activities;
- Strengthen the Audit Process Cycle in Audit Planning, Audit Execution, Audit reporting, Follow-Up and Corrective Action
- Enhance Auditor Competence and Soft Skills (professional behavior and self-assessment);
- Address common auditing pitfalls/challenges;
- Analyze Case Studies on QMS; and
- Simulate auditing and readiness assessment of One DepEd, One QMS declared processes and PAWIM of QMS Teams
- familiarize QMS Teams' PAWIM in context with standards on ISO 9001:2015 and Auditing Management
- provide Technical Assistance to SDO QMS teams and process owners by RO QMS teams and process owners;
- clear issues and concerns in the implementation of QMS in SDOs

3. The participants in the activity are the following: No proxy is allowed.

OFFICE	PARTICIPANTS	NO. OF PAX	SCHEDULE
Regional Office	Top Management	2	August 31-September 5, 2026
	IQAT, Resource Speaker and Facilitators	11	August 31-September 5, 2026
	QMS Team Leader/Deputy Team Leader		Based on Schedule of Activity in the Training Matrix
	QMR & Secretariat	2	Based on Schedule of Activity in the Training Matrix

OFFICE	PARTICIPANTS	NO. OF PAX
Schools Division Offices		
DAVAO CITY	Top Management, all IQA Team, QMR, Lead and Deputy Team Leaders of QMS Teams, and head of the secretariat	32
DAVAO DEL SUR		29
DIGOS CITY		18
DAVAO OCCIDENTAL		25
IGACOS		25
PANABO CITY		20
DAVAO DEL NORTE		21
TAGUM CITY		28
DAVAO DE ORO		28
MATI CITY		28
DAVAO ORIENTAL		19
TOTAL		273



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4. The Participants are required to bring the following:
- copies of ISO 19011:2018, ISO 9001:2015, and PAWIM;
 - SDO Planning Documents, and Operations Manual;
 - Copies of approved 2026 OPCR Plan, WFP and PPMP;
 - Copy of Compendium, v3.0;
 - Mobile broadband/ pocket Wi-Fi / MiFi / Travel Router; and
 - Laptop and extension wire.

5. Below is the schedule of meals and accommodation:

Day	Date	Accommodation	Meals				
			Breakfast	AM Snack	Lunch	PM Snack	Dinner
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Day 4	September 3, 2026	Full-board	6:00 AM	9:15	12:00	2:00	6:30 PM
Day 5	September 4, 2026	Full-board	6:00 AM	9:15	12:00	2:00	6:30 PM
Day 6	September 5, 2026	Check-out: 12:00 noon	6:00 AM	10:00			

6. All participants shall bring the following:
- Printed copies of standards: ISO 19011:2018, ISO 9001:2015, and QMS Teams 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

7. Program Management Team, Training Matrix, Resource Persons/Trainers, Workshop Facilitators, Executive Committee and Technical Working Group are in the enclosures.

8. Planning Meeting of RO IQAT shall be done on August 18, 2026. Moreover, All RO Internal Quality Auditors are expected to be at the training venue on September 4, 2026 at 8:00AM-5:30PM, and the QMS Team Leads or Deputy Team leaders.



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9. One day Compensatory Time Off (CTO) for the services rendered on September 5, 2026 (Saturday) shall be granted to the concerned Program Management Team and participants of this activity.
10. Approved Work Application Plan (WAP) regarding this activity shall be submitted to this Regional Office through Quality Assurance Division, *Attention: Brenda S. Belonio, Deputy of RO IQAT*, ON or BEFORE September 21, 2026. Template of the WAP is attached, reference: DM 44, s. 2023.
11. Training venue, and other details will be announced in a separate memorandum.
12. For query/clarifications, you may communicate with Brenda S. Belonio, RO Deputy Team Leader, IQAT.
13. Travel, meals, venue, accommodation and other incidental expenses of the participants are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
14. Immediate dissemination and compliance of this Memorandum is earnestly enjoined.

MARIA INES C. ASUNCION
Director IV

ROQ3/bsb

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: _____

Digitally signed by
Records Section
Date: 2026.08.13 08:15:53 +0800



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

Resource Speakers/Learning Facilitators	
Jenielito S. Atillo Lead, IQAT	Cherry D. Into QMR, ROXI
Aris B. Juanillo Lead, KMT	Roy T. Enriquez Lead, KMT
Nelma Lyn R. Barnija Lead, TAT	Loradel L. Baricaua Lead, RMT
Brenda S. Belonio, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879	Glen L. Villonez EPS, HRDD ROXI, IQAT Member
Agnes A. Sagsagat Member, RO IQAT	Janice T. Gamalong Member, IQAT
Liezel C. Padua Lead IQAT, Mati City	

Workshop Facilitators		
QMS Designation	Name	Functional Division
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. April P. Bañados	AD-CS
	7. Atty. Lorenza C. Pitulan	ORD-Legal
	8. Isidra B. Despi	HRDD
	9. Agnes A. Sagsagat	ORD Proper
	10. Glen L. Villonez	HRDD
	11. Reissa T. Silda	ESSD



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Enclosure B: Executive Committee & Technical Working Group (TWG)/Program Management Team (PMT)

Executive Committee:	
Chair:	Maria Ines C. Asuncion Director IV
Co-chair:	Rebonfamil R. Baguio Asst. Regional Director & Concurrent SDS/ASDS of Davao Del Norte

SDO	Schools Division Superintendent	Asst. Schools Division Superintendent
Davao City	Reynante A. Solitario	Josie T. Bolofer Rebecca C. Sagot
Panabo City	Jinky B. Firman	Basiliop P. Mana-ay, Jr.
Tagum City	Alona C. Uy	Neil Michael A. De Asis
Mati City	Winnie E. Batoon	Elma A. Prudente
Digos City	Melanie P. Estacio	María Genevieve T. Francisquete
IGACOS	Emma A. Camporedondo	Gay P. Taguiran
Davao Del Norte	Alona C. Uy	Neil Michael A. De Asis
Davao De Oro	Phoebe Gay L. Refamonte	Angelito D. Carreon
Davao Oriental	Josephine L. Fadul	Christian N. Sango
Davao Del Sur	Lorenzo E. Mendoza	Marilyn V. Deduyo
Davao Occidental	Rommel R. Jandayan	Ramel M. Pilo

Program Managers:	Jenielito S. Atillo CES, QAD/RO QMS Lead, IQAT	Nelma Lyn R. Barnija CES, HRDD/RO QMS Lead, TAT
	Brenda S. Belonio EPS, QAD/RO QMS Deputy, IQAT	

Technical Working Group (TWG)		
Committee	Name of M&E Personnel	Terms of Reference:
Program and Invitation:	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.
Attendance and Registration:	Glen L. Villonez EPS, HRDD/IQAT Member Deputy Team Leader, TAT	Ensure 100% of attendance and registration of participants
Documentation	Brenda S. Belonio, EdD EPS, QAD/Deputy, RO IQAT Agnes Sagsagat AO V, AD-Personnel	Capture photo documentation and make write ups on the activity vis-à-vis goals in Region XI, for public information.



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	Member, RO IQAT	Ensure complete submission of the Quality Assured and approved WAP by the participants Accomplish the completion report of the activity
Production Committee	Janice T. Gamalong SAO, AD April P. Bañados AO V, AD-Cash Section 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.
Training Manager:	Brenda S. Belonio, EdD EPS, QAD	Ensures that the implementation of the program/capacity building is implemented as planned.
Assessment Committee	Selected RO IQAs: Brenda S. Belonio (Chair) Mary Jane M. Mejorada Glen L. Villonez Janice T. Gamalong Agnes T. Sagsagat Reissa T. Silda Liesel C. Padua	-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
Process Observers	All RO IQAT SDO Lead IQAT	-observe the process of conducting simulation or mock audit using standard template; -report results of the mock audit;



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		-accomplish auditor's evaluation by the auditor and the team leader; and -RO IQAT provides technical assistance to SDO IQATs for continual improvement
Monitoring of Outputs and Dashboard:	Resource Speakers/Learning Facilitators Agnes Sagsagat AO V, AD-Personnel Member, RO IQAT Reissa T. Silda Nutritionist Dietitian II Member, RO IQAT	Ensures that all participants have produced and submitted outputs. All outputs should be checked and processed for deeper and better understanding of the topics.
QAME In-Charge:	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.
Emcee:	Glen L. Villonez Deputy, RO TAT	*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.