



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



**DIVISION MEMORANDUM**  
No. 350, s. 2018

**QUALITY MANAGEMENT SYSTEM ORGANIZATIONAL STRUCTURE OF  
SCHOOLS DIVISION OFFICE – BAGUIO CITY**

To : Division Chiefs  
Administrative Officer V  
Schools Governance and Operations Division  
Curriculum Implementation Division  
Office of the Schools Division Superintendent  
Identified School Heads/Head Teachers  
All Others Concerned

1. Relative to the Total Quality Management of the division, an organizational structure is formed to monitor its progress and development on its commitment to quality and customer satisfaction as well as its continuous improvement on the Quality Management System (QMS) based on the requirements of ISO 9001:2015.

2. The QMS Organizational Structure are as follows:

**A. Management Review Committee (MRC)**

Chairman	: Federico P. Martin, CEd, EdD, CESO V
Quality Management Representative	: Soraya T. Faculo, PhD
Division Chiefs	: Arthur Tiongan Juliet Sannad, EdD
Lead Internal Quality Audit	: Arthur Tiongan, SGOD Chief
Overall Document Controller	: Reynalyn T. Padsuyan, PhD
Housekeeping Chairman	: Susana Aliping
CIG Chairman	: Sharon Christianie Castillo



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**B. Document Controllers**

UNIT	PERSON-IN-CHARGE
Personnel	Payroll – Lorraine Lomas-e Appointment - Jowell Rey Orpilla Leaves- Rachele Garcia Beverly Bosaing
Records	Mary Nadelaine Bautista
Cash	Herminia Canlas
Supply	Pear Quero
General Services	Roberto Catap Arnold De Vera
SEF	Raquel Janelle Tigcangay Alma Gayob Maria Milagros Galera
ICT	Josef Oliveros Lester Libangen
Legal Services	Atty. Annette Doyaoen
Accounting	Khaju Luisa Fedcheck and Berson Billy
Budget	Cristina Estigoy Belen Tomin
SGOD EPS	Renaldo Umayat
Planning and Research	Jesse Lance Dawaton Arian Bangse-il Reynalyn Padsoyan
Education Facilities	Fray Aliswag Paul Lomas-e
Health and Nutrition	Edda Grace De Vera Wally Conge Jocelyn de Jesus
SMME	Jocelyn Coldeg Sharon Christianie Castillo
HRD	Asuncion Saguid Jovelyn Balantin
SocMob and DRRM	Amil Flamiano Elain Cabuag Karim Elyzalde
PDO	Jimmy Santos Samuel Bab-anga
SGOD Chief Admin. Asst.	Airah Naron
CID Chief Admin Asst.	Djazelle Dacay
ASDS Admin. Asst.	Elvira Salisa
SDS Admin. Asst.	Mildred Escobar Erlena Trinidad
Instructional Management	Armi Victoria Fiangaan
District Instructional Supervision	<b>Lourdes Lomas-e</b>
LRMDS	Victor Fernandez
ALS	Juliet Piok



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### **C. INTERNAL QUALITY AUDIT (IQA)**

**Lead IQA** : Arthur Tiongan

**Co-lead IQA:** Brendalee Awingan

Marina Tabangcura

Jerry Ymson

Marilyn Apiit

Francisco Copsiyan

Elaine Cabuag

Jovelyn Balantin

Cynthia Cadawan

Lolita Lampac

Lilibeth Degsi

Belen Tomin

Lolita Manzano

Whitney Dawayen

Mary Jane Malihod

Nancy Dumalili

Dexter Andres

Nickcarter Gonzalo

Melody Flores

Helen Acop

Nixon Elahe

Rosibeel Marzo

Esther Gallotan

### **D. GENERAL HOUSEKEEPING**

**Chairman:** Susana Aliping

**Vice Chairman:** Jennifer Polido

**Members:** Leticia Hidalgo

Fernando Eleponga

Rufina Suanding

Louella Moncada

Leonardo Dawaton

Remedios Sugot

### **E. CONTINUOUS IMPROVEMENT GROUP**

**Chairman** : Sharon Christianie Castillo

**Vice Chairman** : Santiago Bugtong

Simeon Yangyang

Khaju Fedcheck

Sarah Jane Madriaga

Harris Dizon

6. Immediate dissemination of this Memorandum is desired.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**

For the Schools Division Superintendent:

**SORAYA T. FACULO, PhD**

OIC- Asst. Schools Division Superintendent