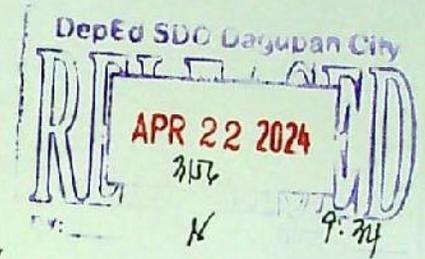




Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



Office of the Schools Division  
Superintendent

April 19, 2024

**DIVISION MEMORANDUM**  
No. 171, s. 2024

**QMS OUTPUT/PROCESS GATHERERS PER FUNCTIONAL OFFICE**

To: OIC- Asst. Schools Division Superintendent  
Chief Education Supervisors as Leads on ISO QMS  
All Core Team Members

1. To ensure facilitation, gathering/collection of outputs from identified processes under the QMS and PAWIM Manuals are submitted as per deadlines, there will be designated focal staff from the different functional offices to undertake this task.

2. Designated Focal Persons are the following:

| Office  | Focal Person                               |
|---|--|
| Office of the Schools Division Superintendent - Admin, Records, Supply & Cash | Arienne Ollado and Carla Fernandez         |
| Human Resource Management Office  | Jenette Sison                              |
| CID   | Gimm Caulut                                |
| SGOD  | Henry Refuerzo and Venice Bethany Bautista |
| Accounting and Budget Office  | Dennise Van Meneses and Ivel John Martinez |

3. For your information and guidance.

**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



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