



Republic of the Philippines  
**Department of Education**  
 REGION I



**MEMORANDUM**

QAD-2024- 950

To: Assistant Regional Director  
 Schools Division Superintendents (SDO Ilocos Sur, SDO Vigan City)  
 Chiefs of Functional Divisions  
 Heads of Units/Sections  
 All Others Concerned

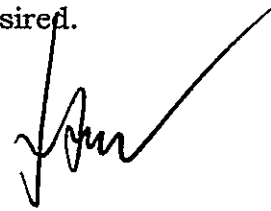
**CONDUCT OF BENCHMARKING ACTIVITY RELATIVE TO THE QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION**

1. The Quality Management System (QMS) Core Teams of DepEd Region 1 and the Schools Division Offices of Vigan City and Ilocos Sur will conduct a benchmarking activity at DepEd RO IV (CALABARZON) on August 19-20, 2024.
2. The activity aims to document the best practices in the implementation of the QMS at the Regional, SDO and School levels respectively. This is also in preparation for the Surveillance Audit in February 2025.
3. The participants to this activity are as follows:

Participants	Position/Office
Rhoda T. Razon	ARD/Quality Management Representative/ RO
Oscar P. Flores	CES, QAD/Lead, QMS Secretariat/RO
Maria Teresa M. Bautista	CES, FTAD/Lead, KMT /RO
Atty. Rhea Joy L. Carbonell	CAO, AD/Lead, IQAT /RO
Cecilia P. Rosido	CES, PPRD/Lead, RMT /RO
Dinah C. Bonao	CES, HRDD/Lead, TAT /RO
Arlene A. Niro	CES, CLMD/Deputy, TAT/RO
Sarah Q. Casuga	CES, ESSD/Lead, QWT/RO
Joel B. Lopez	SDS, SDO Ilocos Sur
Phillip John Gregory G. Aldos	CES, SGOD, SDO Ilocos Sur
Wilma V. Fagel	EPS, CID, SDO Ilocos Sur
Annie D. Pagdilao	ASDS, SDO Vigan City
Atty. Kim R. Tagorda	Administrative Officer V, SDO Vigan City
Edwina M. Manalang	EPS, QAD/Deputy, KMT/RO
Oliver F. Gutierrez	EPS, QAD/Deputy, IQAT/RO
Ritchie G. Macalanda	EPS, FTAD/Deputy, KMS/RO
German P. Junio	CP II, ICTU/Document Controller/RO
Karina G. Aragon	ADAS I, PAU/Document Controller/RO

Claire L. Sibulo	ADAS III, AD-GSU/Document Controller/RO
Nhyke Bryan R. Bactat	AO V, AD-Records Section/RO
Niña Marie C. Ballada	ADAS I, CLMD/Document Controller/RO
Princess Esther E. Legaspi	ADAS I, FTAD/Document Controller/RO
Sara S. Razo	ADAS III, FD/KMS Member/RO
Abigail A. Cabilin	EPS II, HRDD/Document Controller/RO
Manuel M. Tanguilig	ADAS I, QAD/Document Controller/RO

4. Travel expenses of participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Attached is the Itinerary of Travel for reference.
6. This Memorandum serves as Authority to Travel of the identified participants.
7. For clarifications, please contact the Quality Assurance Division (QAD)/ Quality Management Secretariat (QMS) through telephone number (072) 682 -2324 loc. 117 or email at [qad.region1@deped.gov.ph](mailto:qad.region1@deped.gov.ph).
8. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV

QAD/emm/RM\_ConductofBenchamarkingActivity  
August 12, 2024



Republic of the Philippines  
**Department of Education**  
REGION I

**ITINERARY OF TRAVEL**  
**Benchmarking Visit to DepEd Region IV-A**  
**August 19-20,2024**

Date and Time	Activities	Remarks
<b>Day 1 (August 19)</b> <b>Monday</b>		
2:30 AM	Departure from DepEd RO 1	
9:00 AM	<b>Arrival to SDO Binan City</b>	
9:05 - 11:30 AM	Benchmarking Visit	
11:35 AM	Departure from SDO Binan City	
1:00 PM	<b>Arrival to Pilot School 1</b>	
2:30 PM	Departure from School 1	
3:30 PM	<b>Arrival to Pilot School 2</b>	
5:00 PM	Departure from School 2	
6:00 PM	Arrival at the Hotel	
<b>Day 2 ( August 20 )</b> <b>Tuesday</b>		
7:00 AM	Departure from the Hotel	
9:00 AM	<b>Arrival to DepEd RO IV-A office</b>	
9:00 AM-2:00 PM	Benchmarking Visit	
2:30 PM	Departure from DepEd ROIV -A	
8:30 PM	Arrival to DepEd RO1	

Prepared by:

  
**MARIA TERESA M. BAUTISTA**  
Chief Education Supervisor, FTAD  
Lead, Knowledge Management Team

Noted by:

  
**RHODA T. RAZON**  
Asst. Regional Director  
Quality Management Representative