



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 19 2023

MEMORANDUM

DIVISION DOCUMENT QUALITY CHECKERS

To: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, Schools Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Administrative Officer V
Public Elementary and Secondary School Principals/OICs
All Others Concerned

1. This is pursuant to DepEd Order No.009 s. 2021 titled *Institutionalization of a Quality Management System in the Department of Education* and Executive Order No. 605, s. 2007 titled *Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Management Program (GQMP)*, which directs all departments and agencies of the Executive Branch to adopt a Quality Management System (QMS) as part of the implementation of the government-wide management program.
2. Relative to the organization's road to a collaborative QMS and shared commitment to quality, this office hereby designates **document quality checkers** from all SDO Muntinlupa's offices, and all public elementary and high schools for documents related to but not limited to Maintenance and Other Operating Expenses (MOOE) and Personal Services (PS).
3. The document quality checkers shall promptly review and guarantee the accuracy, completeness, and reasonableness of documents before releasing them from their offices/schools. The review entails strict consideration of the time element; hence, they shall review in the quickest manner possible, with utmost regard to care and due diligence.
4. The designation of document quality checkers is just an additional task that does not require hiring of additional personnel. Thus, all SDO personnel are expected to give their full support and cooperation to them in the exercise of their duties and responsibilities.

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6. Immediate dissemination and strict compliance with this Memorandum is directed.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
under the following subjects:

REPORTS QUALITY SYSTEM

JIL/ DIVISION DOCUMENT QUALITY CHECKERS
201/ JUNE 15, 2023

DIVISION OFFICE DOCUMENT QUALITY CHECKERS
FOR DOCUMENTS RELATED TO BUT NOT LIMITED TO MAINTENANCE AND OTHER OPERATING EXPENSES
(MOOE) AND PERSONAL SERVICES (PS)

NO	OFFICE	DESIGNATED CHECKER OF DOCUMENTS	POSITION
1	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	MA. ANA L. LICERIO JOHN REY NIÑO H. MALAHITO	Administrative Assistant III Administrative Assistant II
2	OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT	ROSALIE R. AREVALO	Administrative Officer II
3	LEGAL UNIT	ZARAH JANE B. GABA	Administrative Assistant III
4	ICT UNIT	DIOSCORO M. VARGAS	Administrative Assistant I
5	ADMINISTRATIVE SECTION	MAILEEN M. PEÑAFLOR	Administrative Assistant III
6	CASH UNIT	DIANE J. CALICA	Administrative Officer II
7	PERSONNEL UNIT	ELOISA MARI Y. SAN JUAN	Administrative Officer II
8	PROPERTY AND SUPPLY UNIT	MARK ANTHONY E. ANDOR	Administrative Assistant III
9	RECORDS UNIT	EVELYN N. DINGAL	Administrative Officer II
	FINANCE		
10	ACCOUNTING UNIT	MADELYN M. ESPIRAS VIRGILIO DAYANGHIRANG	Administrative Assistant II **final pre-audit/ crucial function on the review of the completeness of documents before transmitting to the Commission on Audit.
11	BUDGET UNIT	MA. KATHLEEN F. FABONAN	Administrative Assistant I
12	CURRICULUM IMPLEMENTATION DIVISION (CID)	VINA ANGELA A. PADLAN RHEA P. GARCIA	Administrative Officer II Administrative Assistant III
13	ALTERNATIVE LEARNING SYSTEM	NERY ANN L. LORENZO	Education Program Specialist II
14	DISTRICT INSTRUCTIONAL SUPERVISION	VINA ANGELA A. PADLAN RHEA P. GARCIA	Administrative Officer II Administrative Assistant III
15	INSTRUCTIONAL MANAGEMENT SECTION	VINA ANGELA A. PADLAN RHEA P. GARCIA	Administrative Officer II Administrative Assistant III
16	LEARNING RESOURCE MANAGEMENT SECTION	REYNANTE L. BENITO CECILIA A. ILARDE	Project Development Officer II Librarian II
17	SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)	EFREN G. AXALAN	Administrative Assistant II
18	EDUCATION FACILITIES SECTION	ENGR. RENANTE L. TEJADA	Engineer III
19	HUMAN RESOURCE DEVELOPMENT	ANDRES F. SICAM JR.	Education Program Specialist II
20	PLANNING AND RESEARCH	GISELLE A. ADRIANO	Revenue Collection Clerk I
21	SCHOOL HEALTH AND NUTRITION	MARIE M. LAVIN	Nurse II
22	SCHOOL MANAGEMENT AND EVALUATION	CHELO DG. RONGAVILLA	Education Program Specialist II
23	SOCIAL MOBILIZATION AND NETWORKING	CECILIA TERESA C. CLAUDEL	Education Program Specialist II
24	BIDS AND AWARDS COMMITTEE	PHOEBE R. ARROYO	Senior Education Program Specialist

SCHOOL DOCUMENT QUALITY CHECKERS FOR DOCUMENTS RELATED TO BUT NOT LIMITED TO MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND PERSONAL SERVICES (PS)			
NO	SCHOOL	DESIGNATED CHECKER OF DOCUMENTS	POSITION
1	ALABANG ELEMENTARY SCHOOL	ALMIRA P. HERNANDEZ	ADMINISTRATIVE OFFICER II
2	BAGONG SILANG ELEMENTARY SCHOOL	MA. RIZA R. DALUNGAN	ADMINISTRATIVE OFFICER II
3	BAYANAN ELEMENTARY SCHOOL - MAIN	GRETA J. TAHUM	ADMINISTRATIVE OFFICER II
4	BAYANAN ELEMENTARY SCHOOL - UNIT 1	CARMIE G. AQUINO	ADMINISTRATIVE OFFICER II
5	BULI ELEMENTARY SCHOOL	MARIA KIEDEN ZYNA L. HERRERA	ADMINISTRATIVE OFFICER II
6	CUPANG ELEMENTARY SCHOOL MAIN	PAMELA D. BALDO	ADMINISTRATIVE OFFICER II
7	CUPANG ELEMENTARY SCHOOL ANNEX	AILEEN E. BRILA	ADMINISTRATIVE OFFICER II
8	FILINVEST ALABANG ELEMENTARY SCHOOL	ELLA MARIE A. COLLADO	ADMINISTRATIVE OFFICER II
9	F. DE MESA ELEMENTARY SCHOOL	JENNIFER L. SABDAO	ADMINISTRATIVE OFFICER II
10	ITAAS ELEMENTARY SCHOOL	JASON S. RAYMUNDO	ADMINISTRATIVE OFFICER II
11	LAKEVIEW INTEGRATED SCHOOL	JOED D. ESPELETA	ADMINISTRATIVE OFFICER II
12	MUNTINLUPA ELEMENTARY SCHOOL	JENNY R. ANDOR	ADMINISTRATIVE OFFICER II
13	POBLACION ELEMENTARY SCHOOL	JOAN VANESSA L. FUSTER	ADMINISTRATIVE OFFICER II
14	PUTATAN ELEMENTARY SCHOOL	GINA A. SABADO	ADMINISTRATIVE OFFICER II
15	SOLDIERS HILLS ELEMENTARY SCHOOL	RACHEL L. RODRIGUEZ	ADMINISTRATIVE OFFICER II
16	SUCAT ELEMENTARY SCHOOL MAIN	MICHELLE R. CENTENO	ADMINISTRATIVE OFFICER II
17	SUCAT ELEMENTARY SCHOOL ANNEX ZONE 3&4	LADYLYN N. ELCHICO	ADMINISTRATIVE OFFICER II
18	TUNASAN ELEMENTARY SCHOOL	JUN L. CABAGTONG	TEACHER III - (HR-IN-CHARGE) SCHOOL PROPERTY CUSTODIAN
19	VICTORIA HOMES ELEMENTARY SCHOOL	JULIE ANN A. MANTO	ADMINISTRATIVE OFFICER II
20	PEDRO E. DIAZ HS	MISSY B. BUENVENIDA/ ARLENE MEDINA	TEACHER III - (HR-IN-CHARGE) SCHOOL PROPERTY CUSTODIAN
21	MUNTINLUPA SCIENCE HS	EVANGELINE S. COSARE ADRIAN SUARNABA MARISA TERRADO	ADMINISTRATIVE ASSISTANT II - (HR-IN-CHARGE) SCHOOL PROPERTY CUSTODIAN

NO	SCHOOL	DESIGNATED CHECKER OF DOCUMENTS	POSITION
22	MUNTINLUPA BUSINESS HS	MELINDA M. ADESNA CHERRY ELCHICO LUIS	ADMINISTRATIVE ASSISTANT II - (HR-IN-CHARGE) SCHOOL PROPERTY CUSTODIAN
23	MUNTINLUPA BUSINESS HS - ANNEX	JASRAEL G. BABOL RAYNOLD TRINIDAD	TEACHER I - (HR-IN-CHARGE) SCHOOL PROPERTY CUSTODIAN
24	MUNTINLUPA NATIONAL HS	RODELLA T. BUENAFLORES FE T. CABRERA	ADMINISTRATIVE OFFICER IV SCHOOL PROPERTY CUSTODIAN
25	POBLACION NATIONAL HS	THELMA MEDINA ANTONIO OLANDA	ADMINISTRATIVE OFFICER II SCHOOL PROPERTY CUSTODIAN
26	CUPANG SENIOR HS	MA. GISELLA F. VILLAMAYOR AIRO TIAMA	ADMINISTRATIVE OFFICER II SCHOOL PROPERTY CUSTODIAN
27	TUNASAN NATIONAL HS	MALAHITO, MILLICENT B. ROMAR R. BAMBA NORBERTO SACOPLA	TEACHER I - (HR-IN-CHARGE) SCHOOL PROPERTY CUSTODIAN
28	MUNTINLUPA NATIONAL SENIOR HS	DOYLE E. DELANTAR ELENITA BIAY	ADMINISTRATIVE ASSISTANT II - (HR-IN-CHARGE) SCHOOL PROPERTY CUSTODIAN