



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025- 056

To : Assistant Schools Division Superintendent  
Chief Education Supervisors (CID&SGOD)  
Public Schools District Supervisors  
All Schools Division Office Unit/Section Heads

Subject : SUBMISSION OF QUALITY MANAGEMENT SYSTEM (QMS)  
PLANNING DOCUMENTS

Date : January 28, 2025

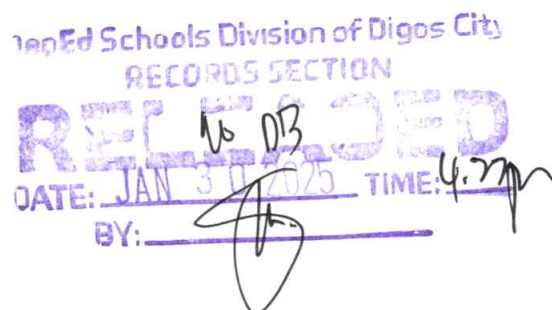
Relative to RM PPRD-2024-149, titled "One DepEd, One QMS for Region XI Schools Division Offices", and DepEd Order No. 009, series 2021, titled "Institutionalization of a Quality Management System (QMS) in the Department of Education," the Division Chiefs and Unit/Section Heads are directed to submit the following QMS planning documents on or before February 5, 2025:

1. SWOT Analysis
2. Risk Registry
3. Opportunity Registry
4. Quality Control Plan

Attached are the templates of the QMS planning documents. The link for the google drive shall be deployed in the Group Chat for the submission of the said documents.

For information and compliance.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent 



Enclosed: As stated.  
SGOD/rom



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



Republic of the Philippines

## Department of Education

DIGOS CITY DIVISION

### SWOT MATRIX

Effective as of:

STRENGTH	WEAKNESS
OPPORTUNITY	THREAT

Prepared by:

**NAME**  
Bureau/Service Director (CO) /  
Division Chief (RO/SDO) /  
Process Holder (School)

Approved by:

**NAME**  
Undersecretary/Assistant Secretary In-Charge (CO)  
RD/SDS (RO/SDO) /  
School Head (School)



Address:  
Telephone Nos.:

Email Address:  
Website:

Doc. Ref. Code	PAWINM-F-003	Rev	00
Effectivity	09.20.21	Page	1 of 1



Republic of the Philippines  
**Department of Education**  
 DIGOS CITY  
**RISK REGISTRY**  
*Effective as of:*

No	Risk Identification			Risk Analysis & Risk Evaluation			Risk Treatment			Target Risk Assessment <i>(after treatment)</i>		
	Declared Process & Risk Description	Risk Causes & Consequences	Current controls	Likelihood (L)	Impact (I)	Risk Rating (RR)	Action / Response	Person / Office Responsible	Target Date	L	I	RR
1												
2												
5												

**Declared Process & Risk Description** – List the declared process and describe the corresponding risk area and event. What can go wrong? if it does go wrong?  
**Risk Causes & Consequences** - Describe the risk event cause/s and consequence/s. What would cause it to go wrong? What are the impacts if it does occur?  
**Current controls** - Describe any existing policy, procedure, practice, or mechanism that acts to minimize the risk. What is in place now that reduces the likelihood of this risk occurring or its impact if it does occur?  
**Likelihood** – Rate the current Risk Likelihood. How likely is this risk to occur?  
**Impact** – Rate the current Risk Consequence. How big would the impact of this risk be if it occurs  
**Risk Rating** – Give the product of the Likelihood and Impact  
**Treatment** - Describe the actions to be undertaken for those risks requiring further treatment



**Address:**  
**Telephone Nos.:**  
**Email Address:**  
**Website:**

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**NAME**  
Bureau/Service Director (CO)/  
Division Chief (RO/SDO)/  
Process Owner (School)

Approved by:

**NAME**  
Undersecretary/Assistant Secretary In-Charge (CO)  
RD/SDS (RO/SDO)/  
School Head (School)



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Republic of the Philippines  
**Department of Education**  
 DIGOS CITY  
**OPPORTUNITY REGISTRY**  
*Effective as of:*

No	DECLARED PROCESS & OPPORTUNITY STATEMENT <i>(include benefit once opportunity is encountered)</i>	LIKELIHOOD	IMPACT	OPPORTUNITY RATING	OPPORTUNITY PURSUIT ACTION PLAN <i>(may refer to other planning documents)</i>	PERSON/OFFICE RESPONSIBLE	TARGET DATE
1.							
2.							

Prepared by:

Approved by:

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 Bureau /Service Director (CO) /  
 Division Chief (RO/SDO) /  
 Process Holder (School)

**NAME**  
 Undersecretary//Assistant Secretary In-Charge (CO)  
 RD/SDS (RO/SDO) /  
 School Head (School)



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Republic of the Philippines  
**Department of Education**  
**QUALITY CONTROL PLAN**  
 < Name of Office >

Doc. Reference Code		
OpsManual		
Rev	Effective	Page
00	09.20.21	1 of 2

<b>SOURCE OF INPUTS</b> <i>(Position Title, Office Name providing the inputs)</i>	<b>INPUTS</b> <i>(Information, Documents, Materials, etc)</i>	<b>ACTIVITY</b> <i>(Main and Sub-activities, Process Steps)</i>	<b>RESPONSIBILITIES</b> <i>(Position Title/ Office Name performing the activity)</i>	<b>OUTPUTS</b> <i>(Title of Documents, Service, Products)</i>	<b>CUSTOMER</b> <i>(Recipient of outputs)</i>	<b>CONTROLS</b> <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>

**References:**

- 1.
- 2.
- 3.

Prepared by:

CO/RO/SDO: Division Chief  
 School: Process Holder

Approved by:

CO: Bureau/Office/Service Director  
 RO: Regional Director  
 SDO: Schools Division Superintendent  
 School: School Head



**Address:**  
**Telephone Nos.:**  
**Email Address:**  
**Website:**



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