



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- D74

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

Subject : SUBMISSION OF PLANNING DOCUMENTS FOR "ONE DEPED, ONE QMS"

Date : January 28, 2025

Relative to RM PPRD-2025-009, titled "Submission of Planning Documents for One DepEd, One QMS", and DepEd Order No. 009, series 2021, titled "Institutionalization of a Quality Management System (QMS) in the Department of Education," all functional divisions (CID, SGOD, & OSDS) are hereby required to submit the following planning documents:

1. SWOT Analysis (PAWIM-P-003)
2. List of Interested Parties
3. Risk Registry (PAWIM-F-004)
4. Opportunity Registry (PAWIM-F-005)
5. OPCR
6. Operations Manual with Complete Quality Control Procedures (QCPs)

Submissions must be completed on **Feb. 14, 2025 (for SDO level) and Feb. 28, 2025 (for ROXI level).**

Prompt compliance with this directive is crucial ensuring the effective institutionalization of the Quality Management System with the Department of Education.

For information and compliance.

For and in the absence of the
Schools Division Superintendent:

Sollie B. Oliver 2/10/25
SOLLIE. B. OLIVER, JD, MATE
Chief Education Supervisor – SGOD
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: FEB 10 2025 TIME: 11:07 AM

BY: *[Signature]*

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
DAVAO REGION

SCHOOLS DIVISION OFFICE
RECORDS SECTION
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DATE: 03 FEB 2025 TIME: 4:26
02250
70046

January 28, 2025

REGIONAL MEMORANDUM
PPRD-2025-009

SUBMISSION OF PLANNING DOCUMENTS FOR "ONE DEPED, ONE QMS"

To: Assistant Regional Director
Schools Division Superintendents

1. Pursuant to DepEd Order No. 009, s. 2021, titled "Institutionalization of a Quality Management System in the Department of Education" and DepEd Memorandum No. 14, s. 2022, titled "The DepEd Quality Management System Manual and Procedures and Work Instructions Manual," all functional division of the Schools Division Offices (SGOS, CID, and OSDS) are hereby required to submit their respective planning documents.

The required documents include the following:

- a. **SWOT Analysis** (PAWIM-P-003)
 - b. **List of Interested Parties**
 - c. **Risk Register** (PAWIM-F-004)
 - d. **Opportunity Register** (PAWIM-F-005)
 - e. **FY 2025 OPCR**
 - f. **Operations Manual with Complete Quality Control Procedures (QCPs)**
2. Submissions must be completed and uploaded on or before **February 28, 2025**, through: <https://tinyurl.com/SDONQMSPlanningDocs>.
3. Prompt compliance with this directive is crucial ensuring the effective institutionalization of the Quality Management System within the Department of Education. For questions or further clarifications, contact Emmanuel Alpha D. Sicam, Planning Officer III of Policy, Planning and Research Division at (082) 224-0750 or at pprd.region11@deped.gov.ph.
4. For guidance and strict compliance.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: *[Signature]*
Date: 2-3-25 Time: 4:47 PM

ALLAN G. FARNAZO
Director IV

ROP3/eads



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