



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 086

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
All Schools Division Office Personnel

Subject : QUALITY MANAGEMENT SYSTEM (QMS) TIMELINE OF ACTIVITIES

Date : February 10, 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", this Office hereby disseminates the Quality Management System (QMS) Timeline of Activities:

SCHEDULE	ACTIVITY	PERSONNEL INVOLVED	OUTPUTS
January 22-23, 2025	(Regional Led Activity) ISO 9001 Awareness Seminar	QMR, Team Leaders of RMT, KMT, IAT, QWT, Division Section/Unit Heads or representative	Planning Documents: -SWOT -Risk Registry -Opportunity Registry -Quality Control Plan
February 6-7, 2025	Division Seminar Workshop on Quality Management System (QMS)/ISO 9001	All SDO Personnel	Planning Documents (partial outputs): -SWOT -List of Relevant Interested Parties -Risk Registry -Opportunity Registry -Quality Control Plan (QCP)
February 14, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	Planning Documents (Finalizing the outputs): -SWOT -List of Relevant Interested Parties -Risk Registry -Opportunity Registry



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			-Quality Control Plan (QCP) -OPCRF
February 19, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	Planning Documents (Submission of final outputs): -SWOT -List of Relevant Interested Parties -Risk Registry -Opportunity Registry -Quality Control Plan (QCP) -OPCRF
February 20-21, 2025	(Regional Led Activity) Training and Advocacy Training (TAT)	TAT Team Leader and 4 Members	QMS/ISO 9001:2015 Training and Advocacy Materials
February 25, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	Presentation of final outputs (planning documents) to the Top Management
February 28, 2025	Submission of Planning Documents to ROXI	QMS Committees	Planning Documents
March 7, 2025	Conduct of Division Orientation on Training and Advocacy	All SDO Personnel	QMS/ISO 9001:2015 Training and advocacy materials
March 18, 2025	QMS Day Management Review	Representatives from each Division/Section/Unit QMS Committees	QMS/ISO 9001:2015 Training and advocacy materials



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		Top Management	
March 20-23, 2025	(Regional Led Activity) Risk Management Training	QMR, RMT Team Leader, 3 RMT Members	Risk Management Documents
April 11, 2025	Conduct of Division Orientation on Risk Management	All SDO Personnel	Risk Management Documents
April 22, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	Risk Management Documents
April 24-25, 2025	(Regional Led Activity) Knowledge Management Training	QMR, KMT Team Leader, 3 KMT Members	Knowledge Management Documents
May 9, 2025	Conduct of Division Orientation on Knowledge Management	All SDO Personnel	Knowledge Management Documents
May 16, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	Knowledge Management Documents
May 22-23, 2025	(Regional Led Activity) Quality Workplace Training	QWT Team Leader and 4 Members	Quality Workplace Documents
June 13, 2025	Conduct of Division Orientation on Quality Workplace	All SDO Personnel	Quality Workplace Documents



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June 20, 2025	QMS Day Management Review	Representatives from each Division/Section/Unit QMS Committees Top Management	Quality Workplace Documents
June 23-27, 2025	(Regional Led Activity) Internal Audit Training	IQAT Team Leader and 4 Members	Audit Plan Audit Reports
July 8, 2025	Conduct of Division Orientation on Internal Audit	All SDO Personnel	Audit Plan Audit Reports
July 11, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	Audit Reports
July 15-16, 2025	Division Internal Audit	QMS Committees	Audit Reports
July 21-25, 2025	Inter-Division Internal Audit	IAT Team Leader and 4 Members	Audit Reports
August 18-22, 2025	(Regional Led Activity) Readiness Assessment	RO IQA Team	Readiness Assessment Reports
Sept. 5, 2025	QMS Day Management Review	Representatives from each Division/Section/Unit QMS Committees Top Management	QMS Reports
September, 2025	Stage 1 External Audit	SDO Personnel RO Representatives	Audit Reports



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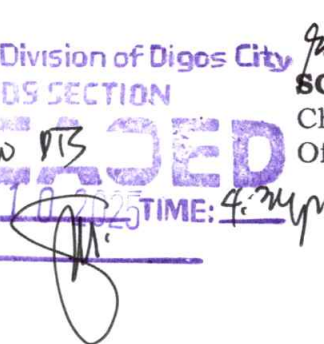
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October, 2025	Stage 2 External Audit	SDO Personnel RO Representatives	Audit Reports
October 10, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	QMS Reports
November 7, 2025	QMS Day	Representatives from each Division/Section/Unit QMS Committees Top Management	QMS Reports
December 5, 2025	Management Review	Representatives from each Division/Section/Unit QMS Committees Top Management	QMS Reports
December, 2025	ISO 9001 Awarding	SDO Personnel RO Representatives	ISO 9001:2015 Certification

For information and compliance.

For and in the absence of the
Schools Division Superintendent:

Division Office of Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: FEB 10 2025 TIME: 4:34 PM
 BY: 
SOLLIE B. OLIVER, JD, MATE
 Chief Education Supervisor – SGOD
 Officer-In-Charge

Enclosed: As stated.
SGOD/rom



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