



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 188

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

Subject : LAUNCHING OF "ONE DEPED, ONE QMS" OPERATIONS MANUAL
OF SCHOOLS DIVISION OFFICES

Date : March 26, 2025

1. Pursuant to Regional Memorandum PPRD-2025-022, entitled "Launching of One DepEd, One QMS" Operations Manual of Schools Division Offices", the launching of the Operations Manual (OM) per Functional Division of the Schools Division Offices will be on **April 28, 2025 during the Face-to-Face Management Committee Meeting.**
2. Each Functional Division (CID, SGOD, & OSDS) must complete the components (see Annex 1) of the Operations Manual and submit an e-copy (PDF) on or before April 18, 2025 through: <http://tinyurl.com/SDONQMSPlaningDocs>.
3. Prompt compliance with this directive is crucial in ensuring the effective institutionalization of the Quality Management System within the Department of Education.
4. For information and compliance.

MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: MAR 31 2025 TIME: 1:41pm
BY: [Signature]

For and in the absence of the
Schools Division Superintendent

[Signature] 03/31/25
CHERRIE ANNE B. BOHOL
EPS-SGOD
Officer-In-Charge



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division Office - Digos City
 RECORDS SECTION 03 280

24 MAR 2025

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March 18, 2025

REGIONAL MEMORANDUM
 PPRD-2025-022

LAUNCHING OF "ONE DEPED, ONE QMS" OPERATIONS MANUAL OF
 SCHOOLS DIVISION OFFICES

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."
2. The launching of the Operations Manual (OM) per Functional Division of the Schools Division Offices will be on **April 28, 2025 during the Face-to-Face Management Committee meeting.**
3. Schools Division Offices must complete the components (see Annex) of the Operations Manual and submit an e-copy (PDF) on or before April 18, 2025 through: <http://tinyurl.com/SDONQMSPlanningDocs>.
4. Prompt compliance with this directive is crucial in ensuring the effective institutionalization of the Quality Management System within the Department of Education.
5. For questions or further clarification, contact Policy, Planning and Research Division through **Emmanuel Alpha D. Sicam**.
6. For guidance and strict compliance.

DEPARTMENT OF EDUCATION - DAVAO REGION
 RECORDS SECTION
RELEASED

ALLAN G. FARRAZO
 Director

Encl.: As stated
 ROP3/eads

By: [Signature]
 Date: March 24, 2025
 97002



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Republic of the Philippines
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ANNEX 1

CHECKLIST OF REQUIREMENTS
OPERATIONS MANUAL

OPERATIONS MANUAL	OSDS	CID	SGOD
1. Title Page			
2. Introduction			
3. Organizational Structure and Office Functions			
4. Legal Bases and References			
5. Definition of Terms and Acronyms			
Quality Control Plans			
A. Plan Formulation		N/A	
1) Strategic Planning			
2) Medium Term Planning			
3) Operational Planning			
B. Policy Development			
1) Policy Implementation			
2) Policy Review			
C. Performance Monitoring and Evaluation			
1) Management Meetings			
2) Program/Project Implementation Review			
3) Office and Staff Performance Monitoring and Appraisal			
4) Education Statistics Monitoring			
5) Monitoring of CCSS			
D. Learning Delivery Management and Development			
1) Instructional Supervision and Management			
E. Learning Resource Management & Development			N/A
1) Development of Contextualized Learning Resources			
2) Management of Quality Assurance of LRs/Contextualized LRs			
F. Education Assessment & Research		N/A	
1) Design & Development of Assessment Framework, Programs			
2) Assessment Operation			
3) Data Analysis & Interpretation			
4) Development of Education Research Framework, Design			
5) Conduct of Research			
6) Utilization of Research Data & Information			N/A
G. Learning/PD and Management for Teachers		N/A	
1) Design & Development of Learning/PD Standards			
2) Management of Learning/PD Programs			
3) Quality Assurance of Learning/PD Programs			
4) M& E of Learning/PD Programs			
H. Asset Management		N/A	
1) Acquisition of Tangible and Intangible Assets			
2) Asset Disposition			
3) Asset Utilization & Inventory			
I. Data Information Management		N/A	
1) Data Dissemination			
2) Data Management			
3) Management of Information System			
J. Disaster Risk Reduction & Management		N/A	
1) Contingency Planning, Formulation & Enhancement			
2) DRRM Information System and Research			



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3) IEC and Advocacy for Resilience	N/A	
4) Learning Continuity and Resilience Interventions		
5) Monitoring and Evaluation of Comprehensive School Safety		
6) Partnership for Strengthening Resilience		
7) Resilience Education		
K. External Partnership Management		
1) Commemorative and Other Related Events Management		
2) Partnership Development and Management		
L. Financial Management		
1) Automatic Payroll Deduction System		N/A
2) Budget Accountability Reporting		
3) Budget Preparation and Approval		N/A
4) Budget Processing and Execution		
5) Collection and Deposits		N/A
6) Control of Accountable Forms		
7) Disbursement		
8) Financial Accountability and Reporting		
9) Maintenance and Closure of Bank Accounts		
10) Monitoring and Recording of Financial Transaction		
11) Pre-audit and Disbursement		
12) Preparation of ACIC		
13) Provident Fund Management		
14) Systems Improvement and Administrative Service		
M. Human Resource Management and Development		
1) Compensation and Benefits		N/A
2) Employee Relations		
3) Employee's Welfare	N/A	
4) Leave Management		N/A
5) Personnel Inventory		N/A
6) Personnel Performance Management	N/A	
7) Personnel Records Management		N/A
8) Professional Development	N/A	
9) RSPI		N/A
10) Rewards and Recognition	N/A	
N. ICT Management		
1) Management of ICT Solutions		N/A
2) Management of Technology Infrastructure		
3) User support/ Helpdesk		
O. Infrastructure Management		
1) Evaluation/ assessment of Construction, Repair		N/A
2) Inspection/ Validation of Accomplishment		
3) Management of Construction, Repair, Maintenance		
P. Learner Support Management		
1) Program Management		
Q. Legal Management		
1) Assistance to the Office of the Solicitor General		
2) Development and Implementation of DepEd Child Protection		N/A
3) Evaluation Investigation, Review & Resolution		
4) Legal Review of Proposed DepEd Policies		
5) Sites Titling and Oversight		N/A
R. Organization Development		
1) Organization Management		



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S. Private Education Regulations Development		
1) Evaluation of applications for the Grant of Permits		
2) Evaluation of Applications of Special Orders	N/A	
3) Endorsement of notice of Voluntary Closure		
4) Validation and Evaluation of Application of Tuition		
T. Procurement Management		N/A
1) Bidding Process		
2) Contract Monitoring		
3) Procurement Planning		
U. Project Management		N/A
1) Coordination and Linkages		
2) Project Implementation Management		
V. Public Affairs Management		N/A
1) Information Management and Dissemination		
2) Materials Production		
3) Media Relations		
4) Public Relations and Assistance		
5) Publication of Issuances		
W. Records Management		N/A
1) Access, Disclosure, and Issuance of Documents		
2) Handling of Incoming Documents		
3) Handling of Outgoing Documents		
4) Records Disposition		
5) Records Inventory		
X. Research Management		N/A
1) Call for Proposal and Evaluation		
2) Implementation and Monitoring		
3) Dissemination of Research Results		
4) Archiving		