



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



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025- 277

To : Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Administrative Officer V  
CID & SGOD Personnel  
Unit and Section Heads of OSDS  
All Concerned

Subject : SUBMISSION TIMELINE OF DOCUMENTED INFORMATION PER  
FUNCTIONAL DIVISION FOR REVIEW AND APPROVAL

Date : July 16, 2025

In line with our continuing efforts to enhance the implementation of the Quality Management System (QMS) in the Schools Division of Digos City, and pursuant to DepEd Order No. 014, s. 2022, titled "**The DepEd Quality Management System (QMS) Manual and the Procedures and Work Instruction Manual**", this office enjoins the cooperation of all Functional Division Heads and Process Holders in the timely submission of Documented Information (DI) for Review and Approval, specifically under DIM 5.1 to 5.3, and DIM 5.6.

To support this initiative, an enclosed timeline has been prepared to guide the schedule of submissions per functional division. We kindly encourage all concerned to follow the timeline to help ensure smooth documentation processes and alignment with QMS standards.

Further, each functional division is requested to designate one (1) personnel who shall be responsible for the registration and coding of their respective DIs and Document Review and Approval Form (DRAF), following the guidelines provided in DepEd Order No. 014, s. 2022 (DIM 5.3 – Registration or Coding), DepEd Order No. 030, s. 2019 (DepEd Manual of Style), and DepEd Order No. 031, s. 2019 (Service Marks and Visual Identity Manual).

We deeply appreciate your continued commitment to quality, collaboration, and excellence. Should there be any clarifications or technical assistance needed, you may directly coordinate with the Knowledge Management Team (KMT).

For information, guidance, and compliance.

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

Enclosed: As stated.  
CID/bsd

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: JUL 23 2025 TIME: 10:07 AM  
BY: [Signature]



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**SUBMISSION TIMELINE OF DOCUMENTED INFORMATION**  
***for REVIEW AND APPROVAL***

<b>TIMELINE</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSONS</b>
July 21-25, 2025	<p>Finalization of Documented Information, such as: Forms and Templates, Planning Document (SWOT, Risk Registry, Opportunity Registry), Operations Manual, and Quality Control Plans.</p> <p>Finalization of Document Review and Approval Form (DRAF) per Documented Information. Each Documented Information shall have DRAF attached.</p>	Functional Division Heads and Process Holders
July 28-31, 2025	<p>Submission of Documented Information, with attached DRAF, to Records Section and thereafter forward the same to appropriate personnel for review.</p> <p>Review of Documented Information and accomplishment of DRAF by the Reviewer.</p>	Functional Division Heads, Process Holders, Records Section, Reviewer of Documented Information.
August 1-8, 2025	<p>Return of the duly reviewed Documented Information and DRAF, from Reviewer to the Records Section.</p> <p>Return of Documented Information and DRAF by the Records Section to the Functional Division Heads and Process Holders, for the latter to integrate the comments, suggestions, and corrections made by the Reviewer.</p>	Functional Division Heads, Process Holders, Records Section, and Reviewer.
August 11-15, 2025	<p>Return of duly corrected Documented Information and DRAF by the Functional Division Heads and Process Holders to the Records Section and forward the same to the Reviewer for final checking. If no more corrections, the Documented Information and DRAF shall be forwarded to the Approving Authority.</p> <p>Approval of Documented Information and DRAF.</p>	Functional Division Head, Process Holders, Records Section, Reviewer, and Approving Authority.

August 18-22, 2025	<p>Return of Approved Documented Information and DRAF by the Approving Authority to the Functional Division Heads and Process Holders.</p> <p>Coding of Documented Information and DRAF by the designated DML Personnel per Functional Division.</p>	<p>Approving Authority, Functional Division Heads, Process Holders, and Functional Divisions' designated DML Personnel.</p>
August 25-29, 2025	<p>Submission of duly approved and coded Documented Information and DRAF by the Functional Divisions' designated DML Personnel to Records Section.</p> <p>Submission by the Records Section of the Documented Information and DRAF (Final) to the Lead KMT for Registration to the division's Document Master List (DML), and for Storage and Protection of Documents.</p>	<p>Functional Divisions' designated DML Personnel, Records Section, Lead KMT.</p>

## DIM 5.1 – Creation of Document

DOCUMENT	GOVERNANCE LEVEL	SCOPE/SCALE	DURATION	PROCESS HOLDER (In-Charge of Creation)	REVIEW	APPROVAL	DISTRIBUTION (done after registration)
QMS Manual	All Governance Level	DepEd-wide or National in application	Long term, subject for annual review	NQMS Core Team	QMR	Secretary	Records Division - AS
PAWIM	All Governance Level	DepEd-wide or National in application	Long term, subject for annual review	NQMS Core Team	QMR	Secretary	Records Division - AS
Planning Documents & Ops Manual	SDO	SDO	Short, subject for quarterly review	Functional Div. Chiefs	SDO QMR	SDS	Lead, KMT
Forms & Templates	SDO	Division-wide or within SDO only	Long or short term, subject for review	Functional Divisions, Sections, Units	SDO QMR	SDS	Lead, KMT
Request for Action (RFA)	All	Depends on the nature of nonconformity or opportunity for improvement	1 year	Process Holder	Refer to PAWIM-M-003 (Nonconformity Detection and Control Matrix)		

## DIM 5.1 – Creation of Document

DOCUMENT	GOVERNANCE LEVEL	SCOPE/SCALE	DURATION	PROCESS HOLDER (In-Charge of Creation)	REVIEW	APPROVAL	DISTRIBUTION (done after registration)
DM w/ Limited Application	SDO	Specific Program; or specific SDOs/Schools or officials	Short term/temporary	Division Chiefs, Section/Unit Heads	ASDS	SDS	Records Unit-AS
Office Order	SDO	Within SDO only	Short term/temporary	OSDS, Functional Div., Unit/Section Heads	ASDS or AO V	SDS	Records Unit - AS
Div. Memo.	SDO	All Schools within the SDO	Short term/temporary	SDS, ASDS, Div. Chiefs, Sec/Unit Heads	ASDS	SDS	Records Unit - AS
School Memo.	School	Within School (may include stakeholders)	Short term/temporary	Program Head/School Head	Program Head/School Head	School Head	Records In-Charge

# DOCUMENT REFERENCE CODING SYSTEM

DOCUMENT	GOV. LEVEL	REFERENCE CODE	CODE DEFINITIONS	REGISTRATION IN-CHARGE
Operations Manual	All	OpsManual	OpsManual is placed as a code in the Table of Contents, Templates, and QCP, to indicate that these documents are compiled into one integrated Operations Manual.	KMT
Forms and Templates	SDO	SDO-AAA-F000 e.g. SDO-SGOD-F001	SDO - constant code for SDO AAA - Functional Division Code (OSDS, SGOD, CID) F - constant code to indicate a Form 000 - number series	Records Division - AS
Request for Action (RFA)	SDO	RFA-YYYY-AAAA-000 e.g. RFA-2025-OSDS-001	RFA- constant code for RFA YYYY - Year when RFA is issued AAAA - Functional Division Code (OSDS, SGOD, CID) 000 - number series	Lead, KMT

# DOCUMENT REFERENCE CODING SYSTEM

DOCUMENT	GOV. LEVEL	REFERENCE CODE	CODE DEFINITIONS	REGISTRATION IN-CHARGE
QMS Manual	All	N/A	N/A	Records Division - AS
PAWIM (including attachments)	All	PAWIM-X-000	X- Document Type P - procedure F - Form M - matrix/table  000 - Number series	Records Division - AS
Planning Documents (SWOT Matrix, Risk Registry, Op Registry, OPCR, List of Interested Persons)	All	PAWIM-F-003 PAWIM-F-004 PAWIM-F-005	PAWIM-F-003 - code for SWOT PAWIM-F-004 - code for Risk Reg. PAWIM-F-005 - code for Op. Reg.	Records Unit - AS

# DOCUMENT REFERENCE CODING SYSTEM

DOCUMENT	GOV. LEVEL	REFERENCE CODE	CODE DEFINITIONS	REGISTRATION IN-CHARGE
DM with Limited Application	SDO	DIVISION MEMORANDUM AAA-YYY-000  e.g. DIVISION MEMORANDUM CID-2025-001	AAA - Functional Division Code (OSDS, CID, SGOD)  YYY- Year released 000 - Number series	Records Unit - AS
Office Order Office Memo	SDO	OFFICE MEMORANDUM AAA-YYY-000  e.g. OFFICE MEMORANDUM SGOD-2025-001	AAA - Functional Divisions (OSDS, CID, SGOD)  YYY - Year released 000 - Number series	Records Unit - AS
Division Memorandum	SDO	DIVISION MEMORANDUM No. 000 s. YYY  e.g. DIVISION MEMORANDUM No. 001 s. 2025	  000 - Number series YYY - Year released	Records Unit - AS