



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**November 12, 2025**

**DIVISION MEMORANDUM**

SGOD-2025-707

To : Assistant Schools Division Superintendent  
 Division Chiefs  
 Division Audit Team  
 Division QMR  
 Division QMS Team Leaders  
 Division Unit Heads

Subject: **MEETING ON READINESS ASSESSMENT PREPARATION FOR QUALITY MANAGEMENT SYSTEM (QMS)**

1. Pursuant to DepEd Order No. 009, s. 2021, titled "Institutionalization of a Quality Management System in the Department of Education", which mandates the establishment of a Quality Management System (QMS) within the Department of Education (DepEd), this office is conducting three (3) meetings on Readiness Assessment preparation to ensure that the Division Office is fully prepared for the upcoming SDO Readiness Assessment on January 2026 for Quality Management Audit and to meet the requirements set forth for ISO certification.
2. Schedule of the SDO Readiness Assessment Preparation for QMS:

Date	Time	Venue	Remarks
November 12, 2025	8:30 AM – 9:30 AM	SGOD Room	Done with TAT and QMS Secretariat
November 24, 2025	10:30 AM – 12:00 PM	SDO Conference Room	
November 28, 2025	10:30 AM – 12:00 PM	SDO Conference Room	

3. All concerned are enjoined to attend and are requested to bring any relevant QMS planning documents or reports necessary for discussion and technical assistance.
4. Immediate dissemination and compliance with this Memorandum is highly directed.

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

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**

DATE: NOV 12 2025 TIME: 5:12 PM  
 BY: [Signature]

Enclosed: As stated.  
 SGOD/jsa



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