Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0189

To   :   Assistant Schools Division Superintendent
Chief of the Curriculum Implementation Division
Chief of the Schools Governance and Operations Division
Quality Management System Team Leaders
Division Process Owners
QMS Secretariat
All Concerned

Subject: **CORRIGENDUM TO DM SGOD-2025-0167 (LAUNCHING OF "ONE DEPED, ONE QMS" OPERATIONS MANUAL OF SCHOOLS DIVISION OFFICES)**

Date: April 23, 2025

Attached is Regional Memorandum No. PPRD-2025-038 re: Corrigendum to the Launching of "One DepEd, One QMS" Operations Manual of Schools Division Offices. The new schedule of the launching activity will be **moved to May 5, 2025** instead of April 28, 2025, other contents of which are self-explanatory.

The following timeline of activities shall be adhered to in preparation for the launching activity:

DATE	ACTIVITY	RESPONSIBLE PERSONS
April 24-25, 2025	**QMS Day – revision of outputs** a. CID at Division Training Center b. OSDS at ALS Building c. SGOD at SGOD Office	-Functional Division Chiefs -Process Owners -Risk Management Team -Secretariat
April 28, 2025	Deadline for the Uploading of the Revised QMS Outputs to Google Drive Link: ***https://drive.google.com/drive/u/0/folders/1KMC0feYsBD-rt8Q_1GAVdPA7nOECf23X***	-Functional Division Chiefs -Process Owners -Secretariat
April 29, 2025	Reviewing of all the submitted outputs	-Top Management -QMR -RMT and TAT -Secretariat
April 30, 2025	Printing and binding of all outputs for the Operations Manual	-Secretariat

Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)8231469,(084) 628 4066
Email: panabocity.division@deped.gov.ph

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DATE	ACTIVITY	RESPONSIBLE PERSONS
May 2, 2025	Finalization and submission to RO	-QMR -Secretariat

Strict adherence to the following Operations Manual format must be observed:

PARTICULAR	FORMAT
Table of Contents	A. Title Page B. Introduction (Purpose, coverage, process of development) C. Organizational Structure and Office Functions D. Legal Bases and References E. Definition of Terms and Acronyms F. Quality Control Plans (One Section per Process/Service) G. Forms/Templates
Title Page	**TITLE PAGE** 1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold 2. Title: Trajan Pro, 36 3. Margin: 1-inch all sides 4. Paper Size: A4 5. Orientation: Portrait 6. Spacing: Single 7. Use of prescribed Footer • Left Logo – Logo of DepEd, Bagong Pilipinas RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X
Introduction	**INTRODUCTION** 1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold 2. Title (INTRODUCTION): Left Aligned, Bookman Old Style, 14 3. Body: Bookman Old Style, 11 4. Margin: 1-inch all sides 5. Paper Size: A4 6. Orientation: Portrait 7. Spacing: Single 8. Prepared by: SDO – FD Chief 9. Approved by: SDO – SDS 10. Use of prescribed Footer • Left Logo – Logo of DepEd, Bagong Pilipinas RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X

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CHAMPION
Panabo ONE

PARTICULAR	FORMAT
Organizational Structure and Office Functions	**1. Use of prescribed Header** • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold **2. Title (ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, and JOB SUMMARY):** Left Aligned, Bookman Old Style, 14 **3. Body:** Bookman Old Style, 11 **4. Org Chart:** Bureau-wide and includes COS **5. Office Functions:** Version 3 (For CO), Version 3 (For RO, SDO, School) **6. Job Summary** (version 2) **7. Margin:** 1-inch all sides **8. Paper Size:** A4 **9. Orientation:** Landscape **10. Spacing:** Single **11. Prepared by:** SDO – FD Chief **12. Approved by:** SDO – SDS **13. Use of prescribed Footer** • Left Logo – Logo of DepEd, Bagong Pilipinas RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X 11.
Legal Bases and References	**LEGAL BASES AND REFERENCES** **1. Use of prescribed Header** • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold **2. Title:** (LEGAL BASES and REFERENCES) Left Aligned, Bookman Old Style, 14 **3. Body:** Bookman Old Style, 11 **4. Margin:** 1-inch all sides **5. Paper Size:** A4 **6. Orientation:** Portrait **7. Spacing:** Single **8. Legal bases** categorized by declared processes **9. Prepared by:** SDO – FD Chief **10. Approved by:** SDO – SDS **11. Use of prescribed Footer** • Left Logo – Logo of DepEd, Bagong Pilipinas RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X

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PARTICULAR	FORMAT
Definition of Terms and Acronyms	**DEFINITION OF TERMS AND ACRONYMS**
	1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold
	2. Title (DEFINITION OF TERMS AND ACRONYMS): Left Aligned, Bookman Old Style, 14
	3. Body: Bookman Old Style, 11
	4. Margin: 1-inch all sides
	5. Paper Size: A4
	6. Orientation: Portrait
	7. Spacing: Single
	8. Description enclosed in <> is deleted
	9. Prepared by: SDO – FD Chief
	10. Approved by: SDO – SDS
	11. Use of prescribed Footer • Left Logo – Logo of DepEd, Bagong Pilipinas RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X
Quality Control Plans	**QUALITY CONTROL PLANS**
	1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold
	2. Title (QUALITY CONTROL PLAN): Left Aligned, Bookman Old Style, 14
	3. Name of the Process is written, Bookman Old Style, 11
	4. Body (Tabular, 7 columns): Bookman Old Style, 11
	5. Margin: 0.5 -inch all sides
	6. Paper Size: A4
	7. Orientation: Landscape
	8. Spacing: Single
	9. CONTENT: A. **z-approach** of the process
	10. B. presence of the important elements of the z-approach
	11. complete QCPs of the NQMS declared processes
	12. Prepared by: SDO – Division Chief
	13. Approved by: SDO – SDO
	14. Use of prescribed Footer • Left Logo – Logo of DepEd, Bagong Pilipinas RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Right Logo – None • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X

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| PARTICULAR	FORMAT
Forms and Templates	**FORMS AND TEMPLATES**
	1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold
	2. Title (FORMS/TEMPLATES): Left Aligned, Bookman Old Style, 14
	3. Body (Tabular, 8 Columns): Bookman Old Style, 11
	4. Margin: 0.5-inch all sides
	5. Paper Size: A4

	6. Orientation: Landscape
	    * 1 table for Internal forms/templates
	    * 1 table for External Forms/Templates

	7. Spacing: Single
	8. Prepared by: SDO – FD Chief
	9. Approved by: SDO – SDS
	10. Use of prescribed Footer • Left Logo – Logo of DepEd, Bagong Pilipinas RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code OpsManual • Effectivity: 09.20.21 • Rev: 00 • Page X of X

For questions, we will be glad to assist you through the QMS Secretariat. Attn: Erick Dalumpines at erick.dalumpines@deped.gov.ph and Ker Denzel Infiesto at ker.infiesto@deped.gov.ph.

For your guidance and strict compliance.
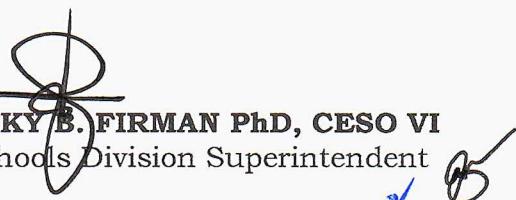
JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent
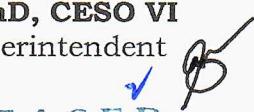
R E L E A S E D

APR 2 5 2025

RECORDS SECTION SDO PANABO CITY
BY

Enclosed as Stated
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April 21, 2025

REGIONAL MEMORANDUM
PPRD-2025-038

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

To: Assistant Regional Director
      Schools Division Superintendents

1.   Relative to Regional Memorandum PPRD-2025-022 re "Launching of One Deped, One QMS Operations Manual of Schools Division Offices," this office informs the field that the launching activity will be moved to May 5, 2025. Venue will be announced in a separate issuance

2.   In preparation for the activity, Schools Division Offices are advised of the following:
      a. Print all pages of the Operations Manual;
      b. Insert each page in a plastic sleeve;
      c. Arrange the contents in order stated in the attached checklist;
      d. Enclose all the contents in a three-inch, three-hole binder (color shall be the choice of the SDO);
      e. Prepare 3 Operations Manual (OSDS, SGOD, CID).

3.   For questions or further clarification, contact Policy, Planning and Research Division through **Emmanuel Alpha D. Sicam**.

4.   For guidance and strict compliance.

ALLAN G. FARNAZO
Director IV

By the Authority of the Regional Director

Encl.: As stated
ROP3/eads

REBONFAMIL R. BAGUIO
Director III   2 2 APR 2025

DEPARTMENT OF EDUCATION RXI
RECORDS SECTION
RELEASED
Apr 23, 2025
120169

Republic of the Philippines
Department of Education
DAVAO REGION

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.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROP3/eads

RELEASED

Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph

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			
1) Strategic Planning			
2) Medium Term Planning			
3) Operational Planning			
B. Policy Development			
1) Policy Implementation		N/A	
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			
1) Design & Development of Assessment Framework, Programs			
2) Assessment Operation			
3) Data Analysis & Interpretation	N/A		
4) Development of Education Research Framework, Design			
5) Conduct of Research			N/A
6) Utilization of Research Data & Information			
G. Learning/PD and Management for Teachers			
1) Design & Development of Learning/PD Standards			
2) Management of Learning/PD Programs			
3) Quality Assurance of Learning/PD Programs		N/A	
4) M& E of Learning/PD Programs			
H. Asset Management			
1) Acquisition of Tangible and Intangible Assets			
2) Asset Disposition		N/A	
3) Asset Utilization & Inventory			
I. Data Information Management			
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			
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	N/A		
1) Commemorative and Other Related Events Management			
2) Partnership Development and Management			
L. Financial Management			
1) Automatic Payroll Deduction System			
2) Budget Accountability Reporting		N/A	
3) Budget Preparation and Approval			
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		N/A	
12) Preparation of ACIC			
13) Provident Fund Management			
14) Systems Improvement and Administrative Service			
M. Human Resource Management and Development			
1) Compensation and Benefits			
2) Employee Relations		N/A	
3) Employee's Welfare			
4) Leave Management	N/A		
5) Personnel Inventory			
6) Personnel Performance Management		N/A	
7) Personnel Records Management	N/A		
8) Professional Development			
9) RSPI		N/A	
10) Rewards and Recognition	N/A		
N. ICT Management	N/A	N/A	
1) Management of ICT Solutions			
2) Management of Technology Infrastructure			
3) User support/ Helpdesk		N/A	
O. Infrastructure Management			
1) Evaluation/ assessment of Construction, Repair			
2) Inspection/ Validation of Accomplishment	N/A		
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			
3) Evaluation Investigation, Review & Resolution	N/A		
4) Legal Review of Proposed DepEd Policies			
5) Sites Titling and Oversight			
R. Organization Development	N/A		
1) Organization Management			

S. Private Education Regulations Development		
1) Evaluation of applications for the Grant of Permits		
2) Evaluation of Applications of Special Orders		
3) Endorsement of notice of Voluntary Closure	N/A	
4) Validation and Evaluation of Application of Tuition		
T. Procurement Management		
1) Bidding Process		
2) Contract Monitoring		N/A
3) Procurement Planning		
U. Project Management		
1) Coordination and Linkages		
2) Project Implementation Management	N/A	
V. Public Affairs Management		
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		
1) Call for Proposal and Evaluation		
2) Implementation and Monitoring		
3) Dissemination of Research Results	N/A	
4) Archiving		

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