



**Republic of the Philippines**  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

**DIVISION MEMORANDUM**

CID-2025- 0724

**TO :** Assistant Schools Division Superintendent  
 Chief Curriculum Implementation Division  
 Chief Schools Governance and Operations Division  
 All Functional Division  
 All Concerned Personnel

**SUBJECT:** **APPROVED FORM AND TEMPLATE**

**DATE :** October 23, 2025

Relative to "One DepEd, One QMS" Operational Manual of Schools Division Offices, the Knowledge Management Team (KMT) informs all functional Division Offices to follow the style and formatting stipulated in Documented Information Management of Procedures and work Instruction Manual (PAWIM-P-005) and the DepEd Manual of Style (DO 30, S. 2019) and DepEd Service Marks and Visual Identity Manual (DO 31, s. 2019). The prescribed styles are as follows:

**A. Issuances**

Make two (2) copies of the drafting of the division memorandum; the first copy is for the release website copy, and the original copy document is with the Knowledge Management Team (KMT) controlled documents. Headers and Footers of the document shall follow the QMS Manual.

**B. Document Review and Approval Form (DRAF)**

The functional division is required to submit the Document Review and Approval Form (DRAF) to KMT, along with any attached forms or templates. These materials must be submitted for review and approval before implementation or distribution.

For more information, please coordinate with the Knowledge Management team (KMT).

Attached are the Header and Footer, Approved issuances and Office Memorandum, and DRAF Form.

for your guidance and strict compliance.

Encl.: As stated  
 RS/nnp

  
**JINKY B. FIRMAN, PhD, CESO VI**  
 Schools Division Superintendent

~~RELEASER~~



Republic of the Philippines

## Department of Education

DAVAO REGION

**SAMPLE 1**

**ISSUANCES**

**June 30, 2025**

REGIONAL MEMORANDUM

No. **012**, s. 2025

### 2025 INTERDIVISION RESEARCH COLLOQUIUM

To: Schools Division Superintendents  
Functional Division Chiefs

1. The DepEd Orders No. 16, s. 2017 – Research Management Guidelines and No. 39, s. 2016- Basic Education Research Agenda presents a comprehensive framework for research management to strengthen the culture of research. The DepEd Region XI continuously strengthens the implementation of the research program by providing in-person, virtual, or blended mode platforms to disseminate research findings and recommendations.
2. Anent thereof, this Office will conduct an Interdivision Research Colloquium with a theme “*Championing Learners to Read Through Research*” on August 6-8, 2025, via blended modality. Days 1 and 2 are virtual and Day 3 in person where Tagum City Division will host. Enclosed are guidelines for the activity, activity matrix and list of participants.
3. The Schools Division Research Committees are advised to assist BERF grantees to ensure compliance with the guidelines.
4. Transportation, meals, and incidental expenses of grantees shall be charged against local funds, subject to the usual accounting and auditing rules and procedures.
5. Previous issuances inconsistent with this Memorandum are deemed repealed or revoked.
6. Should there be any concern, contact the Policy, Planning, and Research Division at [pprd.region11@deped.gov.ph](mailto:pprd.region11@deped.gov.ph).
7. Immediate dissemination and strict compliance of this Memorandum is highly desired.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated

*ROP4/jbac*



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**SAMPLE 11**

**ISSUANCES**

**August 12, 2025**

**OFFICE MEMORANDUM**

AD-2025-080

**SKELETAL WORKFORCE OF DEPED RO XI PERSONNEL ON KADAYAWAN  
FESTIVAL SPECIAL NON-WORKING HOLIDAY**

To: Assistant Regional Director  
Chiefs of Functional Division

1. Herewith is the Proclamation No. 826 dated March 11, 2025 from Malacañan Palace declaring August 15, 2025 a Special Non Working Day in the City of Davao observes the celebration of the Kadayawan Festival
2. Anent to this, Chiefs of the Functional Divisions shall ensure skeletal workforce who will render onsite services in this Office on the above-stated date in order to continue the delivery of services to the stakeholders during this local holiday.
3. For services rendered, the permanent employees shall be granted one day Compensatory Overtime Credit (COC) provided that he/she must be onsite and shall use the biometrics as means of verification for the claim of the COC after rendering eight hours of duty. The Job Order employees shall be given his/her regular daily rate.
4. For information and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated

*ROA6/PS/jlj*



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**SAMPLE11**

**ISSUANCES**

June 10, 2025

**OFFICE MEMORANDUM**

PPRD-2025-004

**NOTICE OF MANAGEMENT REVIEW MEETING**

To: Assistant Regional Director  
Chiefs of the Functional Divisions  
QMS Team Leaders

1. This Office informs that the Second Quarter Management Review Meeting will be held on June 24, 2025, from 8:30 AM onwards via hybrid modality (in-person at Waling-Waling Hall and virtual – <https://tinyurl.com/2nd-MR2025>).
2. For the indicative agenda and participants, see enclosed.
3. Queries can be channeled to the QMS Secretariat.
4. Immediate dissemination of this Memorandum is highly desired.

**ALLAN G. FARNAZO**  
Director IV

ROP4/jbac



**Republic of the Philippines**  
**Department of Education**  
 BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**DOCUMENT REVIEW and APPROVAL FORM (DRAF)**

<b>Section I - REQUEST</b>		<b>DRAF No.</b>		
Request for:		<input type="checkbox"/> Creation	<input type="checkbox"/> Revision	<input type="checkbox"/> Disposition/Deletion
Document Type:		<input type="checkbox"/> Form/Template	<input type="checkbox"/> QMS Manual	<input type="checkbox"/> PAWIM
		<input type="checkbox"/> Planning Documents (SWOT, Risk Registry, Opportunity Registry, Relevant Interested Parties, OPCR)		
		<input type="checkbox"/> Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates)		
		<input type="checkbox"/> Quality Control Plan		
Applicability:		<input type="checkbox"/> CO	<input type="checkbox"/> RO	<input type="checkbox"/> SDO
Document Title:				
Document Reference Code:		Current Revision Number:		
Reason for the request:				
Requested by:		Signature over Printed Name and Position		Date of Request:
<b>Section II - REVIEW</b>		<b>Section III - APPROVAL</b>		
<input type="checkbox"/> Recommend Approval		<input type="checkbox"/> Disapproved		<input type="checkbox"/> Approved
Reason:		Reason:		
Reviewed by:		Signature over Printed Name and Position (Head of Committee)		Approved by:
Date:				Signature over Printed Name and Position
<b>Section IV - REGISTRATION AND DISTRIBUTION</b>				
NEW REVISION NUMBER:		EFFECTIVITY DATE:		DATE REGISTERED IN DML:
CONTROLLED COPY FILED BY:		COPY RECEIVED BY:		
Lead, Knowledge Management Team		Process Holder		
Date:		Date:		

Room: 410, Mabini Building, DepEd Complex, Meralco Ave., Pasig

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Certificate No. PHP-QMS-22-93-0006