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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

**RELEASED**



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Effectivity	05-05-2025	Page	1 of 2
RECORDS SECTION SDO PANABO CITY			
BY 			



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 <input type="checkbox"/> School
Document Title:	_____		
Document Reference Code:	_____	Current Revision Number:	_____
Reason for the request:			
Requested by:	_____		Date of Request: _____
Signature over Printed Name and Position			
<b>Section II – REVIEW</b>		<b>Section III – APPROVAL</b>	
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:		Reason:	
Reviewed by:	_____		Approved by: _____
Signature over Printed Name and Position (Head of Committee)		Signature over Printed Name and Position	
Date:	_____	Date:	_____
<b>Section IV – REGISTRATION AND DISTRIBUTION</b>			
<b>NEW REVISION NUMBER:</b>		<b>EFFECTIVITY DATE:</b>	<b>DATE REGISTERED IN DML:</b>
<b>CONTROLLED COPY FILED BY:</b>		<b>COPY RECEIVED BY:</b>	
_____		_____	
Lead, Knowledge Management Team		Process Holder	
Date:	_____	Date:	_____

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

Email Address: bhrod.oed@deped.gov.ph

Website: www.deped.gov.ph

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