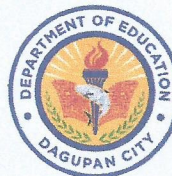




Region I
DIVISION OF CITY SCHOOLS
Dagupan City



RELEASED
DATE: 11/15/17
BY: R

November 15, 2017

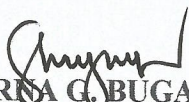

Division Memorandum No. 458, s. 2017

TO: Asst. Schools Division Superintendent
Chiefs, CID, SGOD, Admin and Finance
Units Heads and other SDO Personnel

RE: Identification of Core Processes and Support Process under every Division of the SDO for its ISO Organizational Goal with Coaching Session

- 1) Top management has reviewed the submitted output of the QMS Team as per the workshop conducted yesterday at the Division Training Center particularly, the Quality Objectives. As noted in the recent training, results have to be highlighted which shall provide direction on the achievement of the Division Organizational Goals alongside the New DEPED Strategic Direction.
- 2) Accordingly, management deems it important to provide a format to obtain these information and to be able to draft the organizational goals encompassing all areas of operations.
- 3) To supplement the preparation of this activity, a brief re-echo on How to Become an Effective Document Controller with coaching on how to write the proposed format by the QMR will be conducted tomorrow at the Division Training Center to be attended by the SDO personnel from 2:00 p.m. – 5:00 p.m.
- 4) Those who have joined in the Risk Analysis, Evaluation and Control Training have the option to be present again following the recommended format to use as shown in the attached template sample.
- 5) The new format will be submitted to the Office of the Schools Division Superintendent on November 20, 2017 for review of top management.

For your information and guidance.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent 

SAMPLE:**SERVICE OR PROCESS: Planning and Research****Classification: Core**

Key Action	Step/s	Interface Document/Record needed	Responsible	When Needed or required/to perform
1) Research call	Prepare a division memorandum	<ul style="list-style-type: none"> • RMG Guidelines • Division Memorandum 	SEPS/Chief SGOD/ASDS/SDS	Every semester
2) Collection of research outputs	Coordinate with respective Research Coordinators of schools	<ul style="list-style-type: none"> • Action research with annexes needed (Form 1, 2, and 3) for the initial output 	SEPS	Depending on the indicated deadline on the memo
3) Initial Review /Technical Assistance to Proponent Teacher/ Staff	<p>Determine submitted AR's using rubric and other guidelines</p> <p>If with comments, return to concerned teacher/staff</p> <p>If without comments, inform concerned for next issuance of memorandum for final output</p>	<ul style="list-style-type: none"> • Submitted AR's • Rubric • Summary of Comments by Committee 	SEPS and teacher/staff Division Research Committee	Depending on the indicated deadline on the memo
4) Re-submission of AR's integrating comments by SEPS	Review of content requirements as per initial technical comments	<ul style="list-style-type: none"> • 1st draft and 2nd draft of AR 	SEPS	Depending on the indicated deadline on the memo
5) Call for Division	Issue Division	<ul style="list-style-type: none"> • Re-submitted AR's 	Division Research	Depending on the

Research Presentation and Evaluation on submitted and evaluated AR's	Memorandum	integrating comments of SEPS	Committee	indicated deadline/schedule on the memo
6) Issuance of Certificate of Presentation	Validate data and information of revised AR Issue Certificate of Presentation	Revised AR Certificate of Presentation	DRC	Depending on the indicated deadline on the memo
7) Re-submission of final output	Perform final review of content requirements as per comments of panel	Final revised output of AR	DRC	Depending on the indicated deadline on the memo
8) Endorsement to Region for possible BERF approval and funding	Prepare list of research proponent and their AR	Final revised output of AR	DRC	Depending on the indicated deadline on the memo