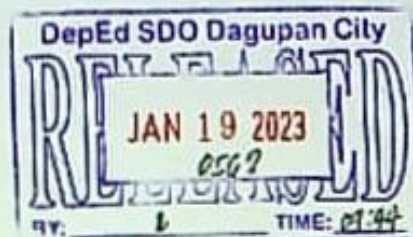




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division Superintendent

No. 36, s. 2023

To: Asst. Schools Division Superintendent
Chiefs of the SGOD and CID
Education Program Supervisors
Public School District Supervisors
Unit heads and All SDO Personnel

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: January 19, 2023

Subject: SOFT INITIALIZATION OF ONE DEPED ONE QMS AT SDO DAGUPAN

1) Anent to RM 065 s. 2023 "Reiteration of the Recitation of Department of Education National Quality Policy", the Schools Division Office hereby instructs all personnel teaching and non-teaching personnel to follow directives contained therein.

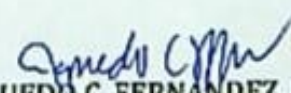
2) Similarly, the Schools Division Office will perform the following as soft activities effective immediately to initiate the adoption of the NQMS pending Orientation requested from the Regional Office by top management.

- 2.1 Soft 5S before and after leaving work area and Accomplishment of Customer Satisfaction Survey in all offices
- 2.2 Soft Internal Quality Audit by February
- 2.3 Review and updating of all processes including manuals
- 2.4 Review and updating of Risks Registry
- 2.5 Management Review by March

3. Previous trainings of SDO personnel will serve as working knowledge in the operation of the ISO clauses under the different team assignments.

4. Only the Knowledge Management Team headed by the Records Officer together with the IT Officer are designated to download/share information pertaining to NQMS and/or, create and distribute forms for purposes of control, registration and record.

5. For widest dissemination, guidance and compliance.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

