



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

DepEd SDO Dagupan City
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Office of the Schools Division
 Superintendent

19 April 2024

DIVISION MEMORANDUM
 No. 165, s. 2024

**FOCUS GROUP DISCUSSION SERIES 2 ON QUALITY MANAGEMENT SYSTEM
 MANUAL/PAWIM and DMOS**

To: OIC- Asst. Schools Division Superintendent
 Chief Education Supervisors as Leads on ISO QMS
 All Core Team Members
 5S Point Person

1. There will be a Focus Group Discussion Series 2 for the different QMS Core Teams.
2. Members are advised to read on the PAWIM Manuals and Duties stated in their designation letter prior to FGD for easy facilitation of session.

Documented Information Management Team are advised to browse the DepEd Manual of Style for uniformity of information practices across offices.

Schedule is found below and venue is to be announced.

Team	Schedule/ Time
Internal Quality Audit	April 22, 2024 9:00 a.m.- 12:00 n.n.
Knowledge Management	April 22, 2024 1:00 p.m. -3:00 p.m.
Risk Management	April 23, 2024 9:00 a.m.- 12:00 n.n.
Documented Information Management	April 23, 2024 1:00 p.m.- 3:00 p.m.

3. For your information and guidance.

[Signature]
ROWENA B. BANZON EdD, CESO V
 Schools Division Superintendent



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