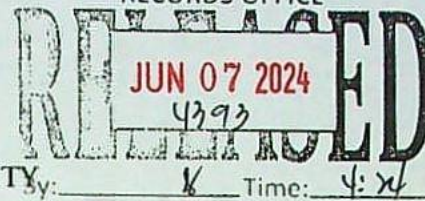




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

June 7, 2024

DIVISION MEMORANDUM

No.: 224, s. 2024

**REGISTRATION OF NEWLY-CREATED AND REVISED EXISTING
FORMS/TEMPLATES OF SCHOOLS DIVISION OF DAGUPAN CITY**

To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Division/Section/Unit Heads
All others concerned

1. As required by the Quality Management System of DepEd, this Office through the Documented Information Management Team (DIMIT) ensures that all documented information necessary to support the processes of the Department is controlled and readily available when and where needed.
2. This activity aims to use only properly controlled forms/templates in SDO Dagupan City.
3. Division/section/unit heads are advised to submit newly-created and revised existing forms/templates that are being used in their respective offices on or before **July 1, 2024** to the Records Office. Attach three original copies of accomplished Document Review and Approval Form (DRAF) in every form/template.
4. Below are activities which are **not** considered as revision:
 - a. Adding, changing, or removing of Header and/or Footer
 - b. Adding, changing, or removing of preposition/s (in, on, at, etc.)
 - c. Adding, changing, or removing of conjunction/s (and, or, while, etc.)
 - d. Change in the name of the signatory of documents
 - e. Any other change which doesn't affect the implementation of a procedure or the whole system.

Other activities which cannot be found on the items stated above are considered as document revision.



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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5. These forms/templates will be reviewed, approved and registered. The controlled copy will be distributed through official means and shall be used in the SDO.
6. Attached is the DRAF template for ready reference.
7. For compliance and immediate dissemination.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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DOCUMENT REVIEW and APPROVAL FORM (DRAF)

Section I - REQUEST		DRAF No. _____	
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:	_____ Signature over Printed Name and Position		Date of Request:
Section II - REVIEW		Section III - APPROVAL	
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:		Reason:	
_____ _____ _____		_____ _____ _____	
Reviewed by:	_____ Signature over Printed Name and Position (Head of Committee)		Approved by: ROWENA C. BANZON EdD, CESO V Signature over Printed Name and Position
Date:	_____	Date:	_____
Section IV - REGISTRATION AND DISTRIBUTION			
NEW REVISION NUMBER:		EFFECTIVITY DATE:	DATE REGISTERED IN DML:
_____		_____	_____
CONTROLLED COPY FILED BY:		COPY RECEIVED BY:	
MARIA LINDA R. VENTENILLA Lead, Knowledge Management Team		_____ Process Holder	
Date:	_____	Date:	_____

