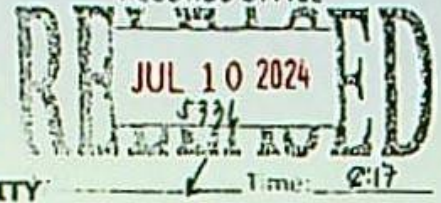




Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE



Office of the Schools Division
 Superintendent

9 July 2024

Division Memorandum
 No. 14 s. 2024

**FINAL CALL AND DEADLINE FOR THE SUBMISSION OF ALL QUALITY
 MANAGEMENT SYSTEM (QMS) OUTPUTS**

To: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Legal Officer
 Administrative Officer V
 All Unit Heads
 Others Concerned

- 1) Upon the most recent review of submitted QCPs, SWOT, Risk and Opportunity Registries uploaded by and from concerned process owners and offices as of July 8, 2024, **this Office issues the final call and deadline for the said requirements on or before July 26, 2024.**
- 2) Following are the only submitted soft copies of QMS/PAWIM requirements in the drive provided: (see attachments for further reference)
 - ✓ 31 QCPs OUT OF 102 SUB-PROCESSES; plus 5 hard copies
 - ✓ SWOT: ONLY 11 FROM 102 SUB-PROCESSES
 - ✓ RISK: ONLY 11 FROM 102 SUB-PROCESSES
 - ✓ OPPORTUNITY: ONLY 9 FROM 102 SUB-PROCESSES
 - ✓ CONSOLIDATED SWOT REGISTRY FOR THE ENTIRE SDO - NONE
 - ✓ CONSOLIDATED RISK REGISTRY FOR THE ENTIRE SDO - NONE
 - ✓ CONSOLIDATED OPPORTUNITY RISK FOR THE ENTIRE SDO - NONE
 - ✓ Items needing updating by concerned offices: ORGANIZATIONAL STRUCTURE, REGULATORY AND STATUTORY LAW COMPLIANCES, CSS, PADO etc.

A separate SDO-wide Consultation will be conducted by Top Management to collectively review these outputs most possibly before the Management Review Meeting in August.

3) For your guidance and usual compliance.


ROWENA C. BANZON EdD, CESO V
 Schools Division Superintendent



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PROCESSES AND SUB-PROCESSES REQUIRED BY THE QMS/ PAWIM MANUALS

- *Only those highlighted have been submitted on the Drive provided*

MANAGEMENT PROCESSES (PAGE 28-31)	
PROCESSES	OFFICE RESPONSIBLE TO PREPARE
PLAN FORMULATION	
• Strategic Plan	DEXECOM with the Division Planning Team DEXECOM with the Division Planning Team including Program Coordinators (Prepared by QMR)
• Medium Term Planning	
• Operational Planning	
POLICY DEVELOPMENT	
• Policy Implementation	DEXECOM Functional Division
• Policy Review	
PERFORMANCE MONITORING AND EVALUATION	
• Management Meeting -DEXECOM -MANCOM • Management Review	DEXECOM Division MANCOM Functional Division Chief & QMS Core Team Lead
• Program/ Project Implementation Review	DEXECOM including Program Coordinators/ Focal Persons/Implementers
• Office and Staff Performance Monitoring and Appraisal	DEXECOM Performance Management Team
• Education Statistics Monitoring	SGOD
• Monitoring of Citizen/ client Satisfaction Survey	OSDS/ Administrative Office Designated Information Officer Risk Management Team

CORE PROCESSES (PAGE 36-38)	
PROCESSES	OFFICE RESPONSIBLE TO PREPARE
LEARNING DELIVERY MANAGEMENT AND DEVELOPMENT	
• Instructional Supervision and Management	CID
LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT	
• Development of Contextualized Learning Resources	CID
• Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources	
EDUCATION ASSESSMENT AND RESEARCH	
• Design and Development of Assessment Framework, Programs and Tools/Instrument	CID SGOD- SMME
• Assessment Operation	
• Data Analysis Implementation	CID
• Development of Education Research Framework, Design, Procedures and Instruments	
• Conduct of Research	
• Utilization of Research Data and Information	
LEARNING/ PROFESSIONAL DEVELOPMENT AND MANAGEMENT FOR TEACHERS AND SCHOOL LEADERS	
• Design and Development of Learning/ PD Standards and programs/courses	SGOD
• Management of Learning/ PD Programs	
• Quality Assurance of Learning/ PD Programs	

- M&E of Learning/ PD Programs

SUPPORT PROCESSES (PAGE 43-61)

PROCESSES	OFFICE RESPONSIBLE TO PREPARE
ASSET MANAGEMENT	
<ul style="list-style-type: none"> • Acquisition of tangible and intangible assets 	Property and Supply Unit
<ul style="list-style-type: none"> • Asset Disposition 	
<ul style="list-style-type: none"> • Asset Utilization 	
DATA INFORMATION MANAGEMENT	
<ul style="list-style-type: none"> • Data Dissemination 	SGOD- Planning and Research Section
<ul style="list-style-type: none"> • Data Management 	
<ul style="list-style-type: none"> • Management of Information System 	
DISASTER RISK REDUCTION AND MANAGEMENT	
<ul style="list-style-type: none"> • Contingency Planning, Formulation, and Enhancement 	SGOD- Social Mobilization and Networking
<ul style="list-style-type: none"> • DRRM Information System and Research 	
<ul style="list-style-type: none"> • IEC and Advocacy for Resilience 	
<ul style="list-style-type: none"> • Monitoring and Evaluation of Comprehensive School Safety (CSS) 	
<ul style="list-style-type: none"> • Partnership for Strengthening Resilience 	
<ul style="list-style-type: none"> • Resilience Education 	
EXTERNAL PARTNERSHIP MANAGEMENT	
<ul style="list-style-type: none"> • Commemorative and other related events management 	SGOD- Social Mobilization and Networking
<ul style="list-style-type: none"> • Partnership Development and Management 	
FINANCIAL MANAGEMENT (BUDGET, ACCOUNTING, CASH AND EMPLOYEE ACCOUNTS MANAGEMENT)	
<ul style="list-style-type: none"> • Budget Accountability Report 	Budget Unit
<ul style="list-style-type: none"> • Budget Preparation and Approval 	Budget Unit
<ul style="list-style-type: none"> • Budget Processing and Execution 	Planning and Research Section
<ul style="list-style-type: none"> • Collection and Deposits 	Cash Unit
<ul style="list-style-type: none"> • Control of accountable forms 	Administrative Unit
<ul style="list-style-type: none"> • Disbursement 	Accounting Unit
<ul style="list-style-type: none"> • Financial Accountability and Recording 	Cash Unit
<ul style="list-style-type: none"> • Maintenance and Closure of Bank Accounts 	Administrative Unit
<ul style="list-style-type: none"> • Monitoring and Recording of Financial Transaction 	Accounting Unit
<ul style="list-style-type: none"> • Pre-audit and Disbursement 	Cash Unit & Administrative Unit
<ul style="list-style-type: none"> • Preparation of ACIC/ SLIAE 	
<ul style="list-style-type: none"> • Provide Fund Management 	Accounting Unit
<ul style="list-style-type: none"> • Systems Improvement and Administrative Service (EFRs), Budget Monitoring (BMS), and Online Cash- In Bank Register 	
GENERAL MANAGEMENT	
<ul style="list-style-type: none"> • Clinic Management 	SGOD- School Health Section
<ul style="list-style-type: none"> • Facilities Maintenance 	Administrative Unit
<ul style="list-style-type: none"> • Housekeeping and Ground Maintenance 	
<ul style="list-style-type: none"> • Security Services 	
<ul style="list-style-type: none"> • Transportation Service and Vehicle Maintenance 	
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	
<ul style="list-style-type: none"> • Compensation and Benefits 	Personnel Unit & Finance Unit
<ul style="list-style-type: none"> • Employee Relations 	Personnel Unit
<ul style="list-style-type: none"> • Employee's Welfare 	SGOD- Human Resource Development Section
<ul style="list-style-type: none"> • Leave Management 	Personnel Unit

• Personnel Inventory	
• Personnel Performance Management	SGOD- HRD Section & Personnel Unit

PROCESSES	OFFICE RESPONSIBLE TO PREPARE
• Personnel Records Management	Personnel Unit
• Professional Development/ Learning and Development	SGOD- Human Resource Development Section
• Recruitment, Selection, Placement, and Induction	Personnel Unit SGOD- Human Resource Development Section
• Rewards and Recognition	SGOD- Human Resource Development Section
ICT MANAGEMENT	
• Management of ICT Solutions	ICT Unit
• Management of Technology Infrastructure	
• User Support/ Help Desk	
INFRASTRUCTURE MANAGEMENT	
• Evaluation/ assessment of construction, repair, rehabilitation, and maintenance of education facilities	SGOD- Education Facilities Section
• Inspection/ validation of accomplishment of BEFF projects	
• Management of construction, repair, rehabilitation, and maintenance of education facilities	
LEARNER SUPPORT MANAGEMENT (HEALTH, SPORTS AND YOUTH FORMATION)	
• Program Management	SGOD (Youth Formation))
LEGAL MANAGEMENT	
• Assistance to the Office of the Solicitor General in pending cases involving DepEd	Legal Unit or Legal Officer Designate
• Development and Implementation of DepEd Child Protection Programs	Legal Unit or Legal Officer Designate SGOD
• Evaluation, Investigation, Review, and/or Resolution of Complaints/ Cases of DepEd Officials, Teaching, and Non-Teaching personnel	Legal Unit Legal Officer Fact Finding/ Preliminary Investigation Committee Formal Investigation Committee
• Legal review of proposed DepEd policies/issuances, agreements, and other legal documents	Legal Unit or Legal Officer Designate
• Site Titling and oversight of DepEd school sites	Legal Unit or Legal Officer Designate SGOD
ORGANIZATIONAL DEVELOPMENT	
• Organization Management	SGOD
PRIVATE EDUCATION REGULATIONS AND DEVELOPMENT	
-Local Private Schools -Local International Schools -Private Madaris -Philippine Schools Overseas	
• Evaluation of application for the Grant of Permit to Operate and Recognitions	SGOD
• Evaluation of Applications of Special Orders (SO) of Private Schools/ Technical Vocational Institutions (TVI)/ Non DepEd Public Schools	
• Endorsement of notice of Voluntary (Temporary/ Permanent) Private Closure	
• Validation and Evaluation of Application of Tuition and other Fees Increase, No	

Increase and Proposed New Fees of Private Schools	
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PROCESSES	OFFICE RESPONSIBLE TO PREPARE
PROCUREMENT MANAGEMENT	
• Bidding Processes	OSDS
• Contract Implementation	End-User
• Contract Monitoring	OSDS
• Procurement Planning	
PROJECT MANAGEMENT	
• Coordination and Linkages	SGOD
• Project Implementation Management	
PUBLIC AFFAIRS MANAGEMENT	
• Information Management and Dissemination	Designated Division Information Officer
• Materials Production (Multimedia Unit)	
• Media Relations	
• Public Relations and Assistance	Designated Division Information Officer OSDS- Legal Unit
• Publication of Issuances	Records Unit
RECORDS MANAGEMENT	
• Access, disclosure, and issuance of documents	Records Unit
• Handling Incoming Documents	
• Handling Outgoing Documents	
• Records Disposition	
• Record Inventory	
PROCESSES	OFFICE RESPONSIBLE TO PREPARE
RESEARCH MANAGEMENT	
• Call for Proposal and Proposal Evaluation	SGOD- Planning and Research Section & SDRC
• Implementation and Monitoring	SGOD- Planning and Research Section
• Dissemination of research results	
• Archiving	

OTHER PROCESSES	OFFICE RESPONSIBLE TO PREPARE
• Document Certification, Authentication and Verification (CAV)	Records Unit
• Setting the Agenda	SGOD- Planning and Research Section
• Maintenance of Accountable Forms	Cash Unit
• Disbursement- Payment of Obligation Thru Checks	
• Disbursement- Payment of Obligation Thru LDDAP-ADA	