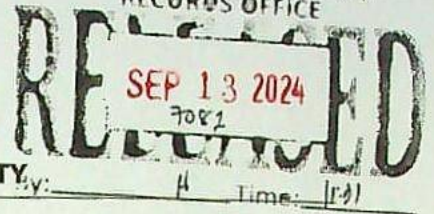




Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City  
 RECORDS OFFICE



Office of the Schools Division  
 Superintendent

**DIVISION MEMORANDUM**  
 No. 355, s. 2024

12 September 2024

**QUALITY MANAGEMENT SYSTEM TRAINING-WORKSHOP ON WRITING THE  
 QCP CUM RISK REGISTRY TEMPLATE**

To: OIC- Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Legal Officer  
 Administrative Officer V  
 All Unit Heads/Process Owners Concerned

1. Relative to the continuing provision of technical assistance to all process owners for the ONE DEPED, ONE QMS, this office requests all concerned including, those who have submitted initial QCP and Risk Registry to attend the above subject

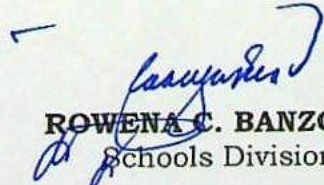
2. The main objective of the training-workshop is to more accurately craft each offices'/unit/s sub-processes in a manner that will align to the requirements of the QCP, together with the Risk and Opportunity Registry.

3. Schedule is as follow:

SGOD	September 19, 2024 10:00 a.m. – 12:00 noon	Division Training Center
CID	September 19, 2024 2:00 p.m. – 4:00 p.m.	
OSDS (Finance)	September 20, 2024 10:00 a.m. – 12:00 noon	
OSDS (HR/Admin)	September 20, 2024 2:00 p.m. – 4:00 p.m.	

4. The List of Sub-Processes and Unit/Office Responsible to Prepare is attached for easy reference of participants.

5. For you information and guidance.

  
**ROWENA C. BANZON EdD, CESO V**  
 Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 Email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)

QMS/ PAWIM MANUAL

<b>MANAGEMENT PROCESSES (PAGE 28-31)</b>	
<b>PROCESSES</b>	<b>OFFICE RESPONSIBLE TO PREPARE</b>
<b>PLAN FORMULATION</b>	
<ul style="list-style-type: none"> <li>• Strategic Plan</li> </ul>	DEXECOM with the Division Planning Team
<ul style="list-style-type: none"> <li>• Medium Team Planning</li> </ul>	
<ul style="list-style-type: none"> <li>• Operational Planning</li> </ul>	
<b>POLICY DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>• Policy Implementation</li> </ul>	DEXECOM Functional Division
<ul style="list-style-type: none"> <li>• Policy Review</li> </ul>	
<b>PERFORMANCE MONITORING AND EVALUATION</b>	
<ul style="list-style-type: none"> <li>• Management Meeting -DEXECOM -MANCOM -Management Review</li> </ul>	DEXECOM Division MANCOM Functional Division Chief & QMS Core Team Lead
<ul style="list-style-type: none"> <li>• Program/ Project Implementation Review</li> </ul>	DEXECOM including Program Coordinators/ Focal Persons/Implementers
<ul style="list-style-type: none"> <li>• Office and Staff Performance Monitoring and Appraisal</li> </ul>	DEXECOM Performance Management Team
<ul style="list-style-type: none"> <li>• Education Statistics Monitoring</li> </ul>	<b>SGOD</b>
<ul style="list-style-type: none"> <li>• Monitoring of Citizen/ client Satisfaction Survey</li> </ul>	OSDS/ Administrative Office Designated Information Officer Risk Management Team

<b>CORE PROCESSES (PAGE 36-38)</b>	
<b>PROCESSES</b>	<b>OFFICE RESPONSIBLE TO PREPARE</b>
<b>LEARNING DELIVERY MANAGEMENT AND DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>• Instructional Supervision and Management</li> </ul>	<b>CID</b>
<b>LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>• Development of Contextualized Learning Resources</li> </ul>	<b>CID</b>
<ul style="list-style-type: none"> <li>• Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources</li> </ul>	
<b>EDUCATION ASSESSMENT AND RESEARCH</b>	
<ul style="list-style-type: none"> <li>• Design and Development of Assessment Framework, Programs and Tools/Instrument</li> </ul>	<b>CID</b> <b>SGOD- SMME</b>
<ul style="list-style-type: none"> <li>• Assessment Operation</li> </ul>	
<ul style="list-style-type: none"> <li>• Data Analysis Implementation</li> </ul>	<b>CID</b>
<ul style="list-style-type: none"> <li>• Development of Education Research Framework, Design, Procedures and Instruments</li> </ul>	
<ul style="list-style-type: none"> <li>• Conduct of Research</li> </ul>	
<ul style="list-style-type: none"> <li>• Utilization of Research Data and Information</li> </ul>	
<b>LEARNING/ PROFESSIONAL DEVELOPMENT AND MANAGEMENT FOR TEACHERS AND SCHOOL LEADERS</b>	
<ul style="list-style-type: none"> <li>• Design and Development of Learning/ PD Standards and programs/courses</li> </ul>	<b>SGOD</b>
<ul style="list-style-type: none"> <li>• Management of Learning/ PD Programs</li> </ul>	
<ul style="list-style-type: none"> <li>• Quality Assurance of Learning/ PD Programs</li> </ul>	
<ul style="list-style-type: none"> <li>• M&amp;E of Learning/ PD Programs</li> </ul>	

**SUPPORT PROCESSES (PAGE 43-61)**

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

<b>PROCESSES</b>	<b>OFFICE RESPONSIBLE TO PREPARE</b>
<ul style="list-style-type: none"> <li>Personnel Records Management</li> </ul>	Personnel Unit
<ul style="list-style-type: none"> <li>Professional Development/ Learning and Development</li> </ul>	SGOD- Human Resource Development Section
<ul style="list-style-type: none"> <li>Recruitment, Selection, Placement, and Induction</li> </ul>	Personnel Unit SGOD- Human Resource Development Section
<ul style="list-style-type: none"> <li>Rewards and Recognition</li> </ul>	SGOD- Human Resource Development Section
<b>ICT MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Management of ICT Solutions</li> </ul>	ICT Unit
<ul style="list-style-type: none"> <li>Management of Technology Infrastructure</li> </ul>	
<ul style="list-style-type: none"> <li>User Support/ Help Desk</li> </ul>	
<b>INFRASTRUCTURE MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Evaluation/ assessment of construction, repair, rehabilitation, and maintenance of education facilities</li> </ul>	SGOD- Education Facilities Section
<ul style="list-style-type: none"> <li>Inspection/ validation of accomplishment of BEFF projects</li> </ul>	
<ul style="list-style-type: none"> <li>Management of construction, repair, rehabilitation, and maintenance of education facilities</li> </ul>	
<b>LEARNER SUPPORT MANAGEMENT (HEALTH, SPORTS AND YOUTH FORMATION)</b>	
<ul style="list-style-type: none"> <li>Program Management</li> </ul>	SGOD (Youth Formation))
<b>LEGAL MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Assistance to the Office of the Solicitor General in pending cases involving DepEd</li> </ul>	Legal Unit or Legal Officer Designate
<ul style="list-style-type: none"> <li>Development and Implementation of DepEd Child Protection Programs</li> </ul>	Legal Unit or Legal Officer Designate SGOD
<ul style="list-style-type: none"> <li>Evaluation, Investigation, Review, and/or Resolution of Complaints/ Cases of DepEd Officials, Teaching, and Non-Teaching personnel</li> </ul>	Legal Unit Legal Officer Fact Finding/ Preliminary Investigation Committee Formal Investigation Committee
<ul style="list-style-type: none"> <li>Legal review of proposed DepEd policies/issuances, agreements, and other legal documents</li> </ul>	Legal Unit or Legal Officer Designate
<ul style="list-style-type: none"> <li>Site Titling and oversight of DepEd school sites</li> </ul>	Legal Unit or Legal Officer Designate SGOD
<b>ORGANIZATIONAL DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>Organization Management</li> </ul>	SGOD
<b>PRIVATE EDUCATION REGULATIONS AND DEVELOPMENT</b>	
-Local Private Schools -Local International Schools -Private Madaris -Philippine Schools Overseas	
<ul style="list-style-type: none"> <li>Evaluation of application for the Grant of Permit to Operate and Recognitions</li> </ul>	SGOD
<ul style="list-style-type: none"> <li>Evaluation of Applications of Special Orders (SO) of Private Schools/ Technical Vocational Institutions (TVI)/ Non DepEd Public Schools</li> </ul>	
<ul style="list-style-type: none"> <li>Endorsement of notice of Voluntary (Temporary/ Permanent) Private Closure</li> </ul>	
<ul style="list-style-type: none"> <li>Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools</li> </ul>	

<b>PROCESSES</b>	<b>OFFICE RESPONSIBLE TO PREPARE</b>
<b>PROCUREMENT MANAGEMENT</b>	
• Bidding Processes	OSDS
• Contract Implementation	End-User
• Contract Monitoring	OSDS
• Procurement Planning	
<b>PROJECT MANAGEMENT</b>	
• Coordination and Linkages	SGOD
• Project Implementation Management	
<b>PUBLIC AFFAIRS MANAGEEMENT</b>	
• 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
<b>RECORDS MANAGEMENT</b>	
• Access, disclosure, and issuance of documents	Records Unit
• Handling Incoming Documents	
• Handling Outgoing Documents	
• Records Disposition	
• Record Inventory	
<b>PROCESSES</b>	<b>OFFICE RESPONSIBLE TO PREPARE</b>
<b>RESEARCH MANAGEMENT</b>	
• 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	

<b>OTHER PROCESSES</b>	<b>OFFICE RESPONSIBLE TO PREPARE</b>
• 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	