



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

DepEd SDO Dagupan City
RECORDS OFFICE

SEP 27 2024

396

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Time: 2:55

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

27 September 2024

NO. 386, S. 2024

**USE OF QUALITY MANAGEMENT SYSTEM PAWIM FORMS BY ALL SDO
PERSONNEL AND SCHOOLS**

To: OIC- Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Administrative Officer V
Legal Officer
Unit heads
All Other Concerned

1. **Effective October 1, 2024, all SDO personnel are advised to adopt, practise and make use of the identified PAWIM forms and templates pertinent to the processes under the One DepEd, One QMS Manuals.**

2. Correspondingly, schools are instructed to

- use the proper MATATAG logo without the TUV Rheinland or CPG symbol as your certification under this entities had lapsed for over three years now;
- follow the Deped Manual of Style (DMOS) and
- address the Schools Division Superintendent in the format herein cited: **ROWENA C. BANZON EdD, CESO V**

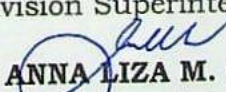
in all communication, reports, plans and other related activities towards and for and in behalf of the division office.

3. The objective of this directive is to familiarize all personnel and the field to the QMS system with regards the documentary requirements.

4. For your information, guidance and compliance.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

For Schools Division Superintendent


ANNA LIZA M. CHAN

OIC-Asst. Schools Division Superintendent



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