



Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

March 23, 2026

Division Memorandum
No. 174 s. 2026

LIST OF UNSUBMITTED ISO DOCUMENTS AS OF MARCH 2026

To: Assistant Schools Division Superintendent
Chief Functional Division -- CID & SGOD
Unit Heads
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. In reference to Division Memorandum No. 637, s. 2025, entitled "*Submission of ISO Planning Documents and Operations Manual*", the deadline for submission was on December 9, 2025.
2. Despite several reminders and follow-ups, it has been observed that some concerned personnel and offices have not yet complied with the required submissions.
3. In this regard, all concerned are hereby directed to:
 - a. Submit all pending planning documents immediately,
 - b. Ensure all submissions are complete, accurate, and aligned with ISO requirements; and
 - c. Coordinate with the concerned office for any clarification or assistance
4. The list of unsubmitted planning documents is attached herewith for reference and action.
5. Immediate and strict compliance with this Memorandum is hereby enjoined.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent





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Enclosure 1

List of Units without Planning Documents
 (SWOT, Risk Registry, & Opportunity Registry)

1. Records Unit
2. Accounting Unit
3. Budget Unit
4. Admin Unit
5. HR Unit
6. Legal Unit
7. IT Unit

List of Unsubmitted QCPs

Responsible Person/Unit	Process	Sub-Process
OSDS		
Administrative Unit/Personnel (Ma'am Myrel)	General Services Management	Facilities Maintenance
		Housekeeping and Ground Maintenance
		Security Services
		Transportation Service and Vehicle Maintenance
	Human Resource Management and Development	Compensation and Benefits (Personnel/Finance Unit)
		Employee Relations
		Personnel Inventory
		Personnel Performance Management
Ma'am Myrel	Human Resource Management	Recruitment, Selection, Placement, and Induction
		Employee's Welfare
ICT Unit (Sir Nan)	ICT Management	Personnel Performance Management
		Management of ICT solutions
		Management of Technology Infrastructure User Support/Help Desk



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Legal Unit (Atty. Oviedo)	Legal Management	Assistance to the Office of the Solicitor General in pending cases involving DepEd
		Development and Implementation of DepEd Child Protection Programs
		Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching, and Non-Teaching personnel
		Legal review of proposed DepEd policies/issuances, agreements, and other legal documents
		Sites Titling and oversight of DepEd school sites
OSDS (Ma'am Myrel)	Procurement Management	Procurement Planning
Designated Division Information Officer (Sir Nan)	Public Affairs Management	Information Management and Dissemination
		Materials Production
		Media Relations
Records Unit (Ma'am Pong)	Public Affairs Management	Publication of Issuances
SGOD		
SGOD - Planning and Research Section (Ma'am Joann)	Data Information	Data Dissemination
		Data Management
		Management of Information System
SGOD - Social Mobilization and Networking (Sir Vlad)	External Partnership Management	Commemorative and other related events management
		Partnership Development and Management
Education Facilities Section (Engr. Tats)	Infrastructure Management	Inspection/validation of accomplishment of BEFF projects
		Management of construction, repair, rehabilitation, and



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		maintenance of education facilities
Sir Vlad	Project Management	Coordination and Linkages
		Project Implementation Management
SGOD - SMME (Sir Gain)	Education Assessment and Research	Design and Development of Assessment Framework, Programs, and Tools/Instrument
Ma'am Irish	Learning/ Professional Development and Management for Teachers and School Leaders	Design and Development of Learning/PD Standards and Programs/courses
		Management of Learning/PD Programs
Ma'am Haydee	Public Affairs Management	Public Relations and Assistance
CID		
CID	Education Assessment and Research	Assessment Operation



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List of Unsubmitted QCPs

Responsible Person/Unit	Process	Sub-Process
OSDS		
Accounting Unit (Sir Harking)	Financial Management (Budget, Accounting, Cash, and Employee Accounts Management)	Financial Accountability and Recording
		Monitoring and Recording of Financial Transaction
		Pre-audit and Disbursement
		Provident Fund Management
		Systems Improvement and Administrative Service (EFRs), Budget Monitoring (BMS), and Online Cash - In Bank Register
Administrative Unit/Personnel (Ma'am Myrel)	General Services Management	Facilities Maintenance
		Housekeeping and Ground Maintenance
		Security Services
		Transportation Service and Vehicle Maintenance
	Human Resource Management and Development	Compensation and Benefits (Personnel/Finance Unit)
		Employee Relations



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		Personnel Inventory
		Personnel Performance Management
		Recruitment, Selection, Placement, and Induction
Ma'am Myrel	Human Resource Management	Employee's Welfare
		Personnel Performance Management
ICT Unit (Sir Nan)	ICT Management	Management of ICT solutions
		Management of Technology Infrastructure
		User Support/Help Desk
Legal Unit (Atty. Oviedo)	Legal Management	Assistance to the Office of the Solicitor General in pending cases involving DepEd
		Development and Implementation of DepEd Child Protection Programs
		Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching, and Non- Teaching personnel
		Legal review of proposed DepEd policies/issuances, agreements, and other legal documents
		Sites Titling and oversight of DepEd school sites
OSDS (Ma'am Myrel)	Procurement Management	Procurement Planning
Designated Division Information Officer (Sir Nan)	Public Affairs Management	Information Management and Dissemination
		Materials Production
		Media Relations
Records Unit (Ma'am Pong)	Public Affairs Management	Publication of Issuances
SGOD		
SGOD - Planning and Research Section (Ma'am	Data Information	Data Dissemination
		Data Management



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Joann)		Management of Information System
SGOD – Social Mobilization and Networking (Sir Vlad)	External Partnership Management	Commemorative and other related events management
		Partnership Development and Management
Education Facilities Section (Engr. Tats)	Infrastructure Management	Inspection/validation of accomplishment of BEFF projects
		Management of construction, repair, rehabilitation, and maintenance of education facilities
Sir Vlad	Project Management	Coordination and Linkages
		Project Implementation Management
SGOD – SMME (Sir Gain)	Education Assessment and Research	Design and Development of Assessment Framework, Programs, and Tools/Instrument
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