



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



Office of the Schools Division
Superintendent

27 July, 2026

DIVISION MEMORANDUM

No. 436 s. 2026

**STRICT ADHERENCE TO THE QMS JOURNEY TIMELINE
TOWARD THE ISO READINESS AUDIT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads/Process Owners
QMS Teams
All SDO Personnel Concerned

1. In line with the Schools Division Office's continuing commitment to the effective implementation of the ISO 9001:2015 Quality Management System (QMS) and in preparation for the QMS Readiness Audit on August 28, 2026, all Process Owners, Unit Heads, and personnel concerned are hereby directed to strictly adhere to the approved QMS Journey Timeline and ensure the timely completion of all assigned activities and deliverables.

2. Accordingly, all concerned personnel shall faithfully comply with the prescribed schedules, accomplish their respective responsibilities within the prescribed timelines, and ensure the availability of complete and accurate records as evidence of implementation.

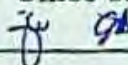
3. Special emphasis is hereby given to the following Division-wide activities on August 10 and 11, 2026- Presentation of Quality Control Plans (QCPs) and Orientation on the Sources of Nonconformities and the Proper Accomplishment of the Request for Action (RFA)

4. All offices are likewise reminded to observe the prescribed daily ISO practices, including regular review and dissemination of Quality Control Plans, validation of records, coaching sessions, and immediate correction of documentation gaps, to ensure sustained compliance with ISO 9001:2015 requirements throughout the audit preparation period.

5. For guidance and strict compliance.


MARCIANO U. SORIANO, JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent





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QMS Journey Timeline Toward the Readiness Audit

Period: July 28 – August 28, 2026

Target: QMS Readiness Audit – August 28, 2026

Date	Activity	Responsible Office/Person	Expected Output
July 28-29, 2026	Submission of reviewed Quality Control Procedures (QCPs) and updated forms/templates	Chief CID Chief SGOD ASDS and other Designated Unit Heads	Reviewed QCPs and standardized forms/templates submitted to the QMS Secretariat
July 28-30, 2026	Submission of reviewed Planning Documents (SWOT Analysis, Risk Registry, Opportunity Registry, and List of Relevant Interested Parties)	Process Owners/Functional Chiefs	Updated and validated planning documents submitted
Aug. 3 (Mon.)	Review of the Documented Information (Planning Documents, QCPs and forms) Approval of finalized documented information.	KMT and RMT SDS	Approved documented information
Aug. 4 (Tues)	Submission of Document Registration and Approval Forms (DRAF) and registration of approved documented information in the Knowledge Management Team (KMT)	Document Controllers, QMS Secretariat	Controlled documents uploaded and registered in KMT
Aug. 3-4, 2026 (Mon-Tues)	Conduct of Quality Workplace Assessment	Quality Workplace Team Select School Heads	Workplace Assessment Report



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Date	Activity	Responsible Office/Person	Expected Output
Aug. 5, 2026 (Wed)	Consolidation of QWA findings and corrective action planning	Quality Workplace Team	List of corrective actions submitted to the QMS Secretariat
August 5, 2026 (Wed)	Submission and validation of 2026 Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR), signed by Dr. Rowena C. Banzon (January 2026)	All Offices / HR Unit	Signed OPCR/IPCR
Aug.5, 2026	Submission of the Operations Manual 1. Title Page 2. Introduction 3. Organizational Structure, Office functions and Job Summary 4. Quality Control Plans 5. Definition of Terms and Acronyms 6. Legal Bases and References 7. Forms/Templates	Functional Division Heads	Completed Operations Manual
Aug. 6 and 10, 2026	Verification of corrective actions and workplace improvements	IQA Team, KMT Team, QWP Team Top Management	Closed workplace observations
Aug. 6-onwards, 2026	Full implementation of revised QMS processes and generation of MOVs	All Functional Units	Records demonstrating effective implementation



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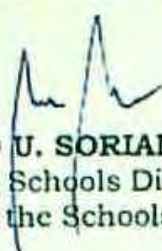
Date	Activity	Responsible Office/Person	Expected Output
Aug. 6, 2026 (Thurs)	Submission of Mid-Year Reviewed OPCR/IPCR 2026, signed by Dr. Marciano U. Soriano, Jr.	Office Heads / HR Unit	Accomplished and signed Mid-Year OPCR/IPCR Review
Aug. 10, 2026 (Mon)	Presentation of QCPs to SDO Personnel 1. OSDS (morning) 2. CID (afternoon)	OSDS and CID Process Owners	Informed SDO personnel
	Orientation on the Sources of Non-Conformities and Filling up of Request for Action (RFA)	Internal Quality Audit (IQA) Team	
Aug. 11, 2026 (Tues)	Presentation of QCPs to SDO Personnel 3. SGOD	SGOD Process Owners	Informed SDO personnel
	Orientation on the Sources of Non-Conformities and Filling up of Request for Action (RFA)	Internal Quality Audit (IQA) Team	
Aug. 12-13, 2026 (Wed-Thurs)	Conduct of Mock Internal Quality Audit (IQA)	Internal Quality Auditors	Internal Audit Report with findings and opportunities for improvement
Aug. 17-18, 2026 (Mon-Tues)			
Aug. 19-20, 2026 (Wed-Thurs)	Implementation of corrective actions and verification of effectiveness	Concerned Process Owners	Closed audit findings and documented corrective actions
Aug. 24, 2026 (Monday)	Management Review Meeting	Top Management	Management Review Minutes and decisions on QMS effectiveness



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Date	Activity	Responsible Office/Person	Expected Output
August 25-26, 2026	Mock Readiness Audit, document review, and records validation	IQA Team	Audit-ready documentation and objective evidence
August 27, 2026	Final Audit Briefing, office preparation, and housekeeping	All Offices	Personnel, facilities, and records ready for audit
August 28, 2026	QMS Readiness Audit	Readiness Audit Team	Readiness Audit Report and recommendations for Certification Audit


MARCIANO U. SORIANO, JR., PhD., CESO VI
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