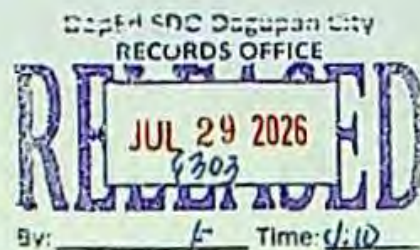




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

29 July 2026

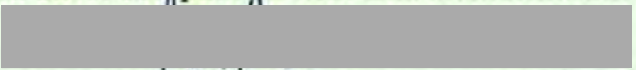
DIVISION MEMORANDUM

No: 437 s. 2026

IMPLEMENTATION OF "ISO'clock HABIT"

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Section/Unit Heads
All OSDS, SGOD, and CID Personnel

1. In line with the Schools Division Office continuing commitment to the effective implementation and sustainability of the Quality Management System (QMS) and in preparation for the QMS Readiness Audit, this Office hereby institutionalizes the ISO'clock Habit, a daily quality improvement initiative to be conducted immediately after the 3:00 o'clock Habit (Prayer Time).
2. Beginning July 30, 2026 until August 27, 2026, all Sections/Units under the three functional division shall conduct the scheduled ISO'clock activities corresponding to the attached calendar.
3. The attached schedule serves as a **guide of suggested ISO'clock activities** to promote QMS awareness, strengthen document control, maintain organized workplaces through the 5S principles, and foster a culture of continual improvement. Sections/ Units/ Functional Divisions may undertake other QMS-related activities not included in the schedule, provided that these are more urgent, necessary, and aligned with the requirements of the Division's Quality Management System.
4. To ensure proper monitoring and documentation, each Section/Unit/Functional Division Head shall supervise the conduct of the daily ISO'clock Habit and accomplish the attached ISO'clock Habit Accomplishment Report Form shall be submitted to the QMS Secretariat on the next working day following the conduct of the activity.
5. All personnel are encouraged to actively participate and contribute to making the ISO'clock a habit to sustain practice that reinforces quality, efficiency, workplace organization, and continual improvement across the Schools Division Office.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


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



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SUGGESTED ACTIVITIES FOR "ISO'clock HABIT"

Date	Day	ISO'clock Activity
July 30	Thursday	Workplace Cleaning and 5S Implementation (Sort, Set in Order, Shine, Standardized and Sustain)
July 31	Friday	
August 3	Monday	QMS Awareness Orientation
August 4	Tuesday	Review of Quality Policy & Quality Objectives
August 5	Wednesday	Finalization and Submission of the Operations Manual
August 6	Thursday	Workplace Cleaning and Inspection of ISO Compliance Areas- Office Pantry, Lactation Room, Help Desk, Rest Rooms
August 7	Friday	
August 10	Monday	Labeling of Cabinets, Shelves, Files, and Records
August 11	Tuesday	Labeling of Cabinets, Shelves, Files, and Records
August 12	Wednesday	QMS Awareness Session : Dissemination of Sub-Processes to all personnel within each section/unit/functional division
August 13	Thursday	
August 14	Friday	
August 17	Monday	QMS Awareness Session : Dissemination of Sub-Processes to all personnel within each section/unit/functional division
August 18	Tuesday	
August 19	Wednesday	Internal QMS Awareness: Corrective Actions and Continual Improvement
August 20	Thursday	
August 21	Friday	
August 24	Monday	Individual Review of Assigned ISO Procedures and Completion of Pending Document Updates
August 25	Tuesday	Workplace Organization and Filing Validation
August 26	Wednesday	Cross-Checking of Controlled Documents and Records Completeness
August 27	Thursday	Housekeeping, Office preparation and readiness check for QMS Readiness Audit



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ISO'CLOCK HABIT ACCOMPLISHMENT REPORT

Section/Unit/Functional Division: _____

Date of Activity: _____ **Day:** _____

Time Conducted: From _____ to _____

Section/Unit Head: _____

I. ISO'clock Activity Conducted

- ☐ Workplace Cleaning / 5S Implementation
- ☐ QMS Awareness Session
- ☐ Review/Revision of QMS Documents
- ☐ Document Updating
- ☐ Filing and Records Management
- ☐ Labeling of Cabinets/Shelves/Files
- ☐ Housekeeping / Office Preparation
- ☐ Other QMS-related Activity: _____

Description of Activity Conducted:

II. Objectives

III. Accomplishments / Outputs

(Briefly describe what was accomplished during the ISO'clock Habit.)



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Outputs Produced (Check all that apply):

- ☐ Updated documents/forms
- ☐ Revised procedures/processes
- ☐ Organized files/records
- ☐ Installed/updated labels
- ☐ Cleaned and organized workplace
- ☐ Attendance conducted
- ☐ Other: _____

IV. Issues Encountered / Assistance Needed

V. Participants : _____

VI. Supporting Evidence Attached

- ☐ Before and After Photos
- ☐ Attendance Sheet
- ☐ Updated Documents
- ☐ Revised Forms/Manuals
- ☐ Other: _____

Prepared by:

Noted by:

Section/Unit Head

Immediate Supervisor

Date: _____

Date: _____

Note : This accomplishment report, together with the required supporting evidence, shall be submitted to the QMS Secretariat on the next working day following the conduct of the ISO'clock Habit.

Date Received : _____



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PHOTOS WITH CAPTION (2-3 ONLY)



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