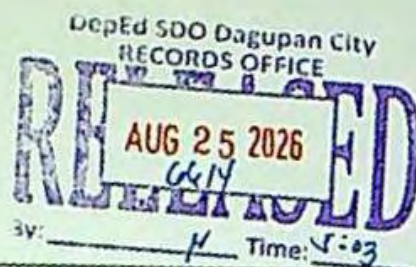




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

25 August 2026

DIVISION MEMORANDUM

No. 467 s. 2026

UPDATED QMS JOURNEY TIMELINE TOWARD THE READINESS AUDIT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In preparation for the QMS Readiness Audit of the Schools Division Office (SDO) of Dagupan City scheduled on September 28-30, 2026, all concerned offices, QMS teams, process owners and personnel are hereby directed to undertake the activities and deliverables in the updated QMS Journey Timeline.
2. This timeline aims to ensure the timely completion and submission of QMS documents, effective implementation of approved processes, generation and validation of Means of Verification (MOVs), resolution of identified gaps and overall organizational preparedness for the Regional QMS Readiness Audit.
3. This memorandum shall take effect immediately.
4. Immediate dissemination and strict compliance of this memorandum is 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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Updated QMS Journey Timeline Toward the Readiness Audit

Period: August 26-September 30, 2026

Target: QMS Readiness Audit – September 28-30, 2026

Date	Activity	Responsible Office/Person	Expected Output
Aug. 26- 27, 2026	Submission of the Operations Manual containing the following: 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 <i>Note: Attached duly signed (Process Owner only) DRAF per QCPs and Forms/Templates</i>	Functional Division Heads Process Owners	Completed Operations Manual with the required sections and duly signed DRAF per QCPs and forms/templates
Sept. 1-3, 2026	Registration/Enrolment of QMS Documents and Distribution of Registered Documents (QCPs and Forms/templates) to the concerned process owners for implementation.	QMS Core Team/ Document Control Process Owners	Registered and controlled QMS documents distributed to concerned Process Owners with evidence of receipt



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Sept. 4- onwards, 2026	Full implementation of revised QMS processes/	All Functional Units/Process Owners	Documented evidence of effective QMS implementation
	QCPs including the proper use of approved Forms/Templates and generation/collection of Means of Verification (MOVs)		Accomplished forms, records and other MOVs
Sept. 7-9, 2026	Conduct of Mock QMS Readiness Audit	Internal Quality Audit Team	Mock Readiness Audit and Assessment Results, documented observations/findings, updated risk and opportunity registries and validated SWOT Analysis
	Conduct of Quality Workplace Assessment	Quality Workplace Team	
	Monitoring and Evaluation of the Risk and Opportunity Registries, SWOT Analysis	Risk Management Team	
Sept. 10, 2026	Issuance of Request for Actions and Implementation of Corrective Actions as applicable, based on the results of the mock readiness audit, workplace assessment, risk management activities and other QMS Reviews	Internal Quality Audit Team	Documented corrective action and action plans with findings addressed and closed as applicable
		Quality Workplace Team	
		Risk Management Team	
		Knowledge Management Team	
Sept. 11, 2026	Consolidation and Preparation of QMS Reports, including results of the mock readiness audit, workplace assessment, risk management activities, corrective actions and customer satisfaction survey.	Concerned Process Owners	Consolidated QMS performance/ readiness report and supporting documentation for Management Review
		Internal Quality Audit Team	
		Quality Workplace Team	
		Risk Management Team	



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		Customer Satisfaction Survey Team	
Sept. 16, 2026	Management Review Meeting to evaluate the adequacy, suitability, effectiveness and readiness of the QMS and to determine necessary actions and improvement opportunities.	Top Management QMS Core Team/ QMR	Management Review Minutes, documented decisions, action items and management directiveness on QMS effectiveness and readiness
Sept. 17-24, 2026	Office Preparation and Housekeeping, including final review of QMS documents and records, workplace readiness, personnel awareness and accessibility of required records and evidence	All Offices/ Functional Units	Audit-ready personnel, facilities, documents and records
Sept. 28-30, 2026	Regional QMS Readiness Audit to assess organizational preparedness and conformity prior to the Certification Audit	Regional Readiness Audit Team	QMS Readiness Audit Report (including findings, observations and recommendations) for Certification Audit


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