



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



Office of the Schools Division
Superintendent

22 September 2026

DIVISION MEMORANDUM
No. 545 s. 2026

QMS WEEK IN PREPARATION FOR THE REGIONAL QMS READINESS AUDIT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Process Owners
QMS Team Members
All Others Concerned

1. In preparation for the QMS Readiness Audit to be conducted by the Regional Internal Quality Audit (IQA) Team on October 7-8, 2026, the Schools Division Office shall conduct QMS Week on September 28- October 6, 2026].
2. **QMS Week** aims to strengthen the readiness of all offices and personnel by ensuring that QMS-related documents, records, processes, and practices are properly implemented, updated, organized, controlled, and readily available for verification during the Regional QMS Readiness Audit.
3. During QMS Week, all offices are required to undertake QMS-related preparation activities within their respective areas of responsibility. All personnel are enjoined to work collaboratively to ensure that documented information and actual practices are consistent with established QMS procedures, the DepEd QMS Manual, and applicable DepEd policies.
4. All offices shall undertake the following activities, as applicable:

A. Preparation and Validation of Means of Verification (MOVs)- Prepare, review, and validate all required Means of Verification (MOVs) to ensure that they are complete, accurate, current, properly documented, and readily available for presentation during the QMS Readiness Audit.

B. Registration/Enrollment of Approved QCPs and Forms/Templates- Register/enroll all approved Quality Control Plans (QCPs) and Forms/Templates in the KMT (Document Controller) in accordance with the



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established document-control procedure. Offices shall ensure that all registered/enrolled QCPs and Forms/Templates are properly controlled and readily retrievable when requested during the audit.

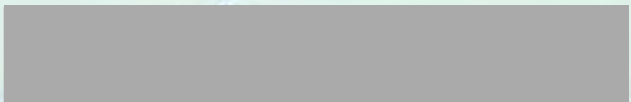
C. Organization of Physical and Electronic Files- Organize and maintain physical and electronic files in accordance with the established QMS filing system. Ensure that all QMS-related documents, records, and other pertinent files are properly stored, updated, protected, and readily retrievable.

D. Proper Labeling of Files and Storage Areas- Properly label physical folders, binders, boxes, cabinets, and digital folders to facilitate easy identification, retrieval, and verification of QMS-related documents and records.

E. Maintenance of an Orderly and Accessible Workplace- Maintain a clean, orderly, safe, and accessible workplace that supports efficient service delivery and demonstrates compliance with applicable QMS requirements.

F. Office-Level QMS Orientation and Discussion- Conduct brief office-level orientations, discussions, or re-orientations on applicable QMS procedures, including relevant processes, responsibilities, document-control requirements, and other audit-related preparations.

5. The QMS Secretariat, in coordination with the concerned QMS Teams and the KMT/Document Controller, shall facilitate and monitor the readiness activities and may conduct validation, spot-checking, or other readiness-monitoring activities prior to the audit.
6. All personnel are encouraged to take ownership of their respective QMS responsibilities and contribute to an audit-ready culture, where compliance, proper documentation, and continual improvement are integrated into regular office practices.
7. For information, guidance, and strict compliance.


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Officer-In-Charge
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