



February 24, 2020

RELEASED

DATE: 2-27-2020 3:50 PM

DIVISION MEMORANDUM

No. 07 s. 2020

PROCESS FLOW IN CONTROLLING OF DOCUMENTS

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Division Personnel

1. In compliance to the requirements for the ISO 9001:2015 certification, this Office informs all concerned personnel of the Process Flow in Controlling of Documents.
2. This is to ensure that all documents pertaining to Quality Management System (QMS) are documented and updated accordingly, and that any revisions and/or amendments will be reviewed and approved prior to issuance and use.
3. Attached are the approved documented procedure in the control of documents (Enclosure no. 1) and the summary of the unique codes that are to be used by the document controllers for document identification in each section (Enclosure 2).
4. For immediate dissemination, guidance and compliance.

AGUSTINES E. CEPE, CESO V

Schools Division Superintendent





**DOCUMENTED PROCEDURE
DOCUMENT CONTROL TEAM**

Code: DOT-DCT-4.4
Revision No: 00
Effectivity Date: March 09, 2020
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PROCEDURE TITLE : **CONTROL OF DOCUMENTS**

PURPOSE : To ensure that all documents pertaining to Quality Management System (QMS) are documented and updated accordingly, and that any revisions and/or amendments will be reviewed and approved prior to issuance and use.

**RESPONSIBILITY AND
AUTHORITY** :

The Process Owner is responsible in updating, revising or changing the documentation whenever deemed necessary. It is the Document Control Officer's duty to maintain and allocate the approved controlled documents to copyholders.

For successful and effective implementation of this procedure, the Schools Division Superintendent is tasked to do so.

INPUT/S REQUIRED :

1. All documented information from all sections
2. Memorandum from the Division and from external parties (ex. Deped-Regional Office and other agencies)

OUTPUT/S REQUIRED :

1. Document Change Notice (DCN)
2. Master List of Documents
3. Document Control Logbook
4. Amendment List
5. Controlled documented information
6. List of document codes

ASSOCIATED RISKS :

1. Confusion of document codes and by-passing in the reproduction of documented information
2. Tracking of documents is not easy due to manual entries
3. Corruption of electronic files

STEPS TO ADDRESS THE ASSOCIATED RISKS:

1. Initiate a memorandum re: control of documents
2. Prepare a documented procedure and list document codes as attachment of the memorandum for guidance
3. The Document Controllers should back up their records through excel file for easy tracking of documents





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4. Coordinate to the ICT section to set back up and anti-virus systems on electronic files

RESOURCES NEEDED

: Logbooks, Ballpen, Stamp pad, Inks, Bondpaper, Laptop, Funds, Three-hole Binder, Specialty Paper

LEGAL BASES

: Division Memorandum No. 67, s. 2020, International Standard, ISO 9001 Fifth Edition 2015-19-15

PROCEDURE DETAILS

NEW DOCUMENT

1. Preparation of New Document

- 1.1 Process owner prepares necessary documentations
- 1.2 Process owner creates draft for review

2. Documentation Review

- 2.1 The document will then be reviewed by the section head
 - 2.1.1.1 If satisfactory, the section head signs
 - 2.1.1.2 If not, the document is returned to the process owner

3. Documentation Review by Documents Control Officer (DCO)

- 3.1 Review the prepared documents
- 3.2 Evaluate all the essential documentation requirements:
 - 3.2.1 Document Code
 - 3.2.2 Effectivity Date
 - 3.2.3 Page Numbers
- 3.3 If satisfactory, documentation is submitted to SDS for approval/review purposes
- 3.4 If not, documentation is returned to process owner/section head
4. The document control officer encodes the approved document
5. The process owner receives the controlled copy

MODIFICATION OF DOCUMENT

1. Modification of Document

- 1.1 Process owner prepares necessary documentations and/or modifications such as revision, addition and omission
- 1.2 Process owner creates draft for review





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2. Documentation Review

- 2.1 Section head reviews proposed revisions/changes
 - 2.1.1 If satisfactory, Document Change Notice is secured from document control officer
 - 2.1.2 If not, the proposed documentation/revision is returned to the process owner

3. Documentation Review by Documents Control Officer (DCO)

- 5.1 Review proposed documents
- 5.2 Record Document Change Notice in documents control logbook
- 5.3 Evaluate all the essential documentation requirements:
 - 5.3.1 Revision Date
 - 5.3.2 Revision Number
 - 5.3.3 Amendment List
- 5.4 If satisfactory, documentation is submitted to SDS for approval/review purposes
- 5.5 If not, documentation is returned to process owner/section head

6. Final Review by Schools Division Superintendent

- 6.1 Review documents prior to implementation
 - 6.1.1 If approved, the document is returned to the DCO for recording. Then, the process owner receives the controlled copy of the document
 - 6.1.2 If not, the document control officer returns documents to process owner
- 6.2 Document implementation

DISTRIBUTION OF OBSOLETE DOCUMENTS

1. Distribution and Recollection of Obsolete Documents

- 1.1 Documents with corresponding number of copy holders are reproduced by DCO
- 1.2 Document control officer makes sure that all documents for distribution are comprehensible and recognizable through the established coding system
- 1.3 Document control officer stamps documents as follows:
 - 1.3.1 Original documents are stamped "Master Copy"
 - 1.3.2 Controlled documents are stamped "Controlled Copy"





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- 1.3.3 Uncontrolled documents are stamped “Uncontrolled Copy” (see Explanatory Notes)
- 1.4 Distribute documents to copyholders

RECOLLECTION OF OBSOLETE DOCUMENTS

- 1.5 Document control officer recollects all obsolete documents from acknowledged copyholders
 - 1.5.1 Retrieved old revision copies are stamped “Obsolete”
 - 1.5.2 Obsolete master copies are archived by document control officer for a period of not less than 3 years before disposing
 - 1.5.3 Document control officer updates the documents control master list

Documents Externally Generated

- 1.5.4 Externally generated documents are properly controlled and marked “Controlled Copy” for distribution
- 1.5.5 At least once a year, the document control officer reviews externally generated documents for updating purposes
- 1.5.6 Access may be via visit to or correspondence with regulatory bodies and media such as radio or television, newspaper, internet surfing and bookstores
- 1.5.7 Secure updated copies of identified laws and legislation from authorities, including, but not limited to, CSC, GSIS, COA, etc.
- 1.5.8 Identification of relevant regulatory requirement suitable to the product is made by the SDS
- 1.6 A list of applicable regulatory requirements is provided, and the documents control master list is always updated

2. Electronically Generated Documents

- 1.5.9 Files are protected from unauthorized editing. Access and share are coded as “Read Only,” and passwords are provided for classified files to authorized users only
- 1.5.10 Electronic files have back-up systems *on site*, and are protected by an anti-virus software
- 1.5.11 Distribution is in compliance with approved distribution list





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2 Revised Files

Revised files are italicized and underlined to identify the changed/added word and/or phrase

3 Customer Property List

Inventory of record owned by the customers are kept and controlled by responsible offices

The customer property list is collected by the document control officer every end of the year for documentation and updating purposes

Note: Copies requested from any external parties are marked/stamped "Uncontrolled Copy," and are not included in updates and recalls specified in this procedure

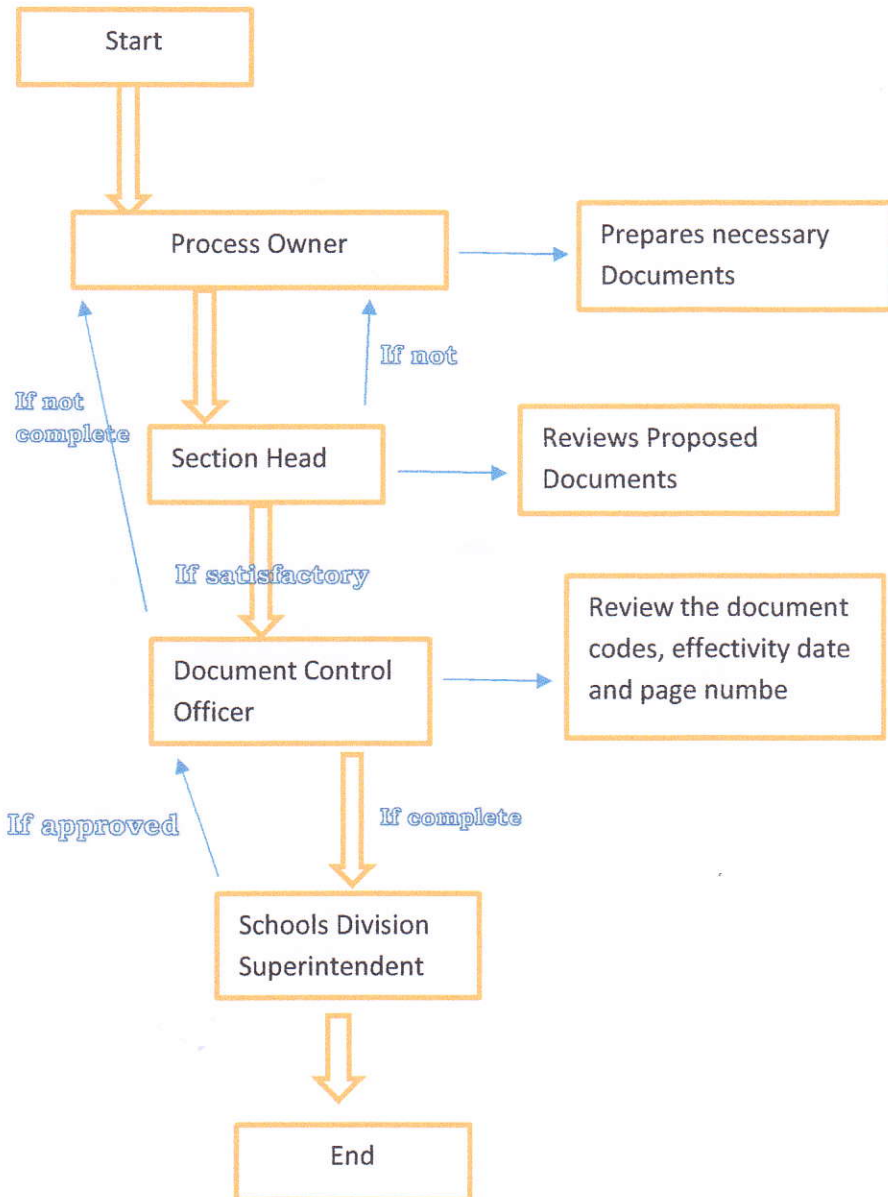




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Process Flow: New Document

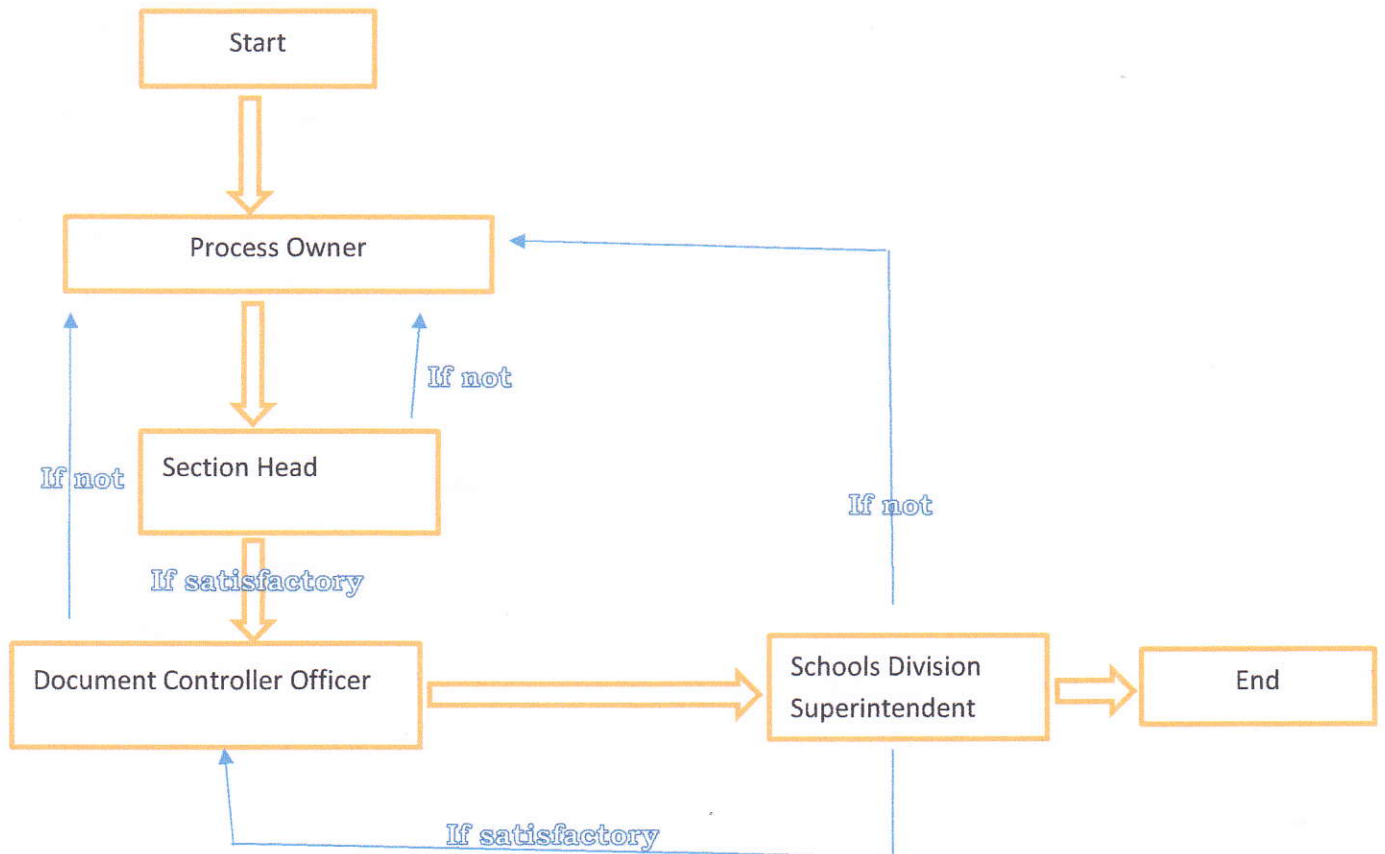




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Process Flow: Revision/Addition and
Omission of Document



Prepared by:

ANALOU B. FLORES
ADAS II

Date: 02-21-20

Reviewed by:

DELMA R. DENAPO
AD-IV

Date: 02-21-20

Approved by:

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

Date: 02-24-20





SUMMARY OF DOCUMENT CODES
DOCUMENT CONTROL TEAM

Code: DOT-DCT-4.4A
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SECTION/OFFICE/UNIT	DOCUMENTED INFORMATION	CODE
DIVISION OF TANGUB CITY	Scope	DOT-SCO-4.3
	Quality Policy	DOT-QUP-6.2.1A
Accounting	Pestle	DOT-ACC-4.1A
	SWOT	DOT-ACC-4.1B
	Quality Objectives	DOT-ACC-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-ACC-4.2
	Documented Procedure	DOT-ACC-4.4
	Risk/Opportunity Assessment	DOT-ACC-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-ACC-6.1A
	Action Plan on Quality Objectives	DOT-ACC-6.1B
	Monitoring Plan	DOT-ACC-8.1-01
	Operational Plan	DOT-ACC-8.1-02
Administrative	Pestle	DOT-ADM-4.1A
	SWOT	DOT-ADM-4.1B
	Quality Objectives	DOT-ADM-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-ADM-4.2
	Documented Procedure (Issuance of 1902)	DOT-ADM-4.4
	Documented Procedure (Authentication)	DOT-ADM-4.4-01
	Risk/Opportunity Assessment	DOT-ADM-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-ADM-6.1A
	Action Plan on Quality Objectives	DOT-ADM-6.1B
	Monitoring Plan	DOT-ADM-8.1-01
	Customers Feedback	DOT-ADM-8.5.5E
Inventory	DOT-ADM-7.1.3	
Budget	Pestle	DOT-BUD-4.1A
	SWOT	DOT-BUD-4.1B
	Quality Objectives	DOT-BUD-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-BUD-4.2
	Documented Procedure	DOT-BUD-4.4
	Risk/Opportunity Assessment	DOT-BUD-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-BUD-6.1A
	Action Plan on Quality Objectives	DOT-BUD-6.1B

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Cash	Pestle	DOT-CAS-4.1A
	SWOT	DOT-CAS-4.1B
	Quality Objectives	DOT-CAS-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-CAS-4.2
	Documented Procedure	DOT-CAS-4.4
	Risk/Opportunity Assessment	DOT-CAS-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-CAS-6.1A
	Action Plan on Quality Objectives	DOT-CAS-6.1B
District Instructional Supervision	Pestle	DOT-DIC-4.1A
	SWOT	DOT-DIC-4.1B
	Quality Objectives	DOT-DIC-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-DIC-4.2
	Documented Procedure	DOT-DIC-4.4
	Risk/Opportunity Assessment	DOT-DIC-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-DIC-6.1A
	Action Plan on Quality Objectives	DOT-DIC-6.1B
	Monitoring Plan	DOT-DIC-8.1-01
Physical Facilities	Pestle	DOT-EFS-4.1A
	SWOT	DOT-EFS-4.1B
	Quality Objectives	DOT-EFS-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-EFS-4.2
	Documented Procedure	DOT-EFS-4.4
	Risk/Opportunity Assessment	DOT-EFS-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-EFS-6.1A
	Action Plan on Quality Objectives	DOT-EFS-6.1B
	Maintenance Plan	DOT-EFS-8.1
	Monitoring Plan	DOT-EFS-8.1-01
	Inventory	DOT-EFS-7.1.3
Human Resource Development Section	Pestle	DOT-HRD-4.1A
	SWOT	DOT-HRD-4.1B
	Quality Objectives	DOT-HRD-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-HRD-4.2
	Documented Procedure	DOT-HRD-4.4
	Risk/Opportunity Assessment	DOT-HRD-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-HRD-6.1A
	Action Plan on Quality Objectives	DOT-HRD-6.1B
	Monitoring Plan	DOT-HRD-8.1-01
Inventory	DOT-HRD-7.1.3	
Information and Communication Technology	Pestle	DOT-ICT-4.1A
	SWOT	DOT-ICT-4.1B
	Quality Objectives	DOT-ICT-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-ICT-4.2
	Documented Procedure (DCP Monitoring)	DOT-ICT-4.4
	Documented Procedure (Email Request)	DOT-ICT-4.4-01
	Documented Procedure (Preventive Maintenance)	DOT-ICT-4.4-02
	Risk/Opportunity Assessment	DOT-ICT-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-ICT-6.1A
Action Plan on Quality Objectives	DOT-ICT-6.1B	

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Information and Communication Technology	Preventive Maintenance Plan	DOT-ICT-8.1
	Preventive Maintenance Checklist	DOT-ICT-8.1A
	Deped Email Request Form	DOT-ICT-4.4
	Monitoring Plan	DOT-ICT-8.1-01
	DCP Monitoring Plan	DOT-ICT-8.1-03
	Inventory	DOT-ICT-7.1.3
Instructional Management	Pestle	DOT-IMS-4.1A
	SWOT	DOT-IMS-4.1B
	Quality Objectives	DOT-IMS-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-IMS-4.2
	Documented Procedure	DOT-IMS-4.4
	Risk/Opportunity Assessment	DOT-IMS-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-IMS-6.1A
	Action Plan on Quality Objectives	DOT-IMS-6.1B
	Preventive Maintenance Plan	DOT-IMS-8.1
	Monitoring Plan	DOT-IMS-8.1-01
Learning Resource Management	Pestle	DOT-LRS-4.1A
	SWOT	DOT-LRS-4.1B
	Quality Objectives	DOT-LRS-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-LRS-4.2
	Documented Procedure	DOT-LRS-4.4
	Risk/Opportunity Assessment	DOT-LRS-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-LRS-6.1A
	Action Plan on Quality Objectives	DOT-LRS-6.1B
	Monitoring Plan	DOT-LRS-8.1-01
	Inventory	DOT-LRS-7.1.3
Personnel	Pestle	DOT-PER-4.1A
	SWOT	DOT-PER-4.1B
	Quality Objectives	DOT-PER-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-PER-4.2
	Documented Procedure	DOT-PER-4.4
	Risk/Opportunity Assessment	DOT-PER-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-PER-6.1A
	Action Plan on Quality Objectives	DOT-PER-6.1B
	Monitoring Plan	DOT-PER-8.1-01
	Inventory	DOT-PER-7.1.3
Planning	Pestle	DOT-PRS-4.1A
	SWOT	DOT-PRS-4.1B
	Quality Objectives	DOT-PRS-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-PRS-4.2
	Documented Procedure	DOT-PRS-4.4
	Risk/Opportunity Assessment	DOT-PRS-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-PRS-6.1A
	Action Plan on Quality Objectives	DOT-PRS-6.1B
	Monitoring Plan	DOT-PRS-8.1-01
	Operational Plan	DOT-PRS-8.1-02
Property and Supply	Pestle	DOT-SUP-4.1A
	SWOT	DOT-SUP-4.1B

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Property and Supply	Quality Objectives	DOT-SUP-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-SUP-4.2
	Documented Procedure	DOT-SUP-4.4
	Risk/Opportunity Assessment	DOT-SUP-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-SUP-6.1A
	Action Plan on Quality Objectives	DOT-SUP-6.1B
	Monitoring Plan	DOT-SUP-8.1-01
	Annual Procurement Plan (APP)	DOT-SUP-8.1-02
	Inventory	DOT-SUP-7.1.3
Records	Pestle	DOT-REC-4.1A
	SWOT	DOT-REC-4.1B
	Quality Objectives	DOT-REC-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-REC-4.2
	Documented Procedure	DOT-REC-4.4
	Risk/Opportunity Assessment	DOT-REC-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-REC-6.1A
	Action Plan on Quality Objectives	DOT-REC-6.1B
	Monitoring Plan	DOT-REC-8.1-01
Inventory	DOT-REC-7.1.3	
Research	Pestle	DOT-RES-4.1A
	SWOT	DOT-RES-4.1B
	Quality Objectives	DOT-RES-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-RES-4.2
	Documented Procedure	DOT-RES-4.4
	Risk/Opportunity Assessment	DOT-RES-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-RES-6.1A
	Action Plan on Quality Objectives	DOT-RES-6.1B
	Preventive Plan	DOT-RES-8.1
Inventory	DOT-RES-7.1.3	
School Health	Pestle	DOT-SHS-4.1A
	SWOT	DOT-SHS-4.1B
	Quality Objectives	DOT-SHS-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-SHS-4.2
	Documented Procedure	DOT-SHS-4.4
	Risk/Opportunity Assessment	DOT-SHS-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-SHS-6.1A
	Action Plan on Quality Objectives	DOT-SHS-6.1B
	Preventive Maintenance Plan	DOT-SHS-8.1
	Monitoring Plan	DOT-SHS-8.1-01
	Calibration Plan	DOT-SHS-8.1-02
	Calibration Evidence	DOT-SHS-7.1.5.2
Inventory	DOT-SHS-7.1.3	
School Management Monitoring and Evaluation	Pestle	DOT-SME-4.1A
	SWOT	DOT-SME-4.1B
	Quality Objectives	DOT-SME-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-SME-4.2
	Documented Procedure	DOT-SME-4.4
	Risk/Opportunity Assessment	DOT-SME-6.1
Action Plan on Risk/Opportunity Assessment	DOT-SME-6.1A	

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School Management Monitoring and Evaluation	Action Plan on Quality Objectives	DOT-SME-6.1B
	Annual Implementation Plan (AIP)	DOT-SME-8.1-01
SPORTS	Pestle	DOT-SPO-4.1A
	SWOT	DOT-SPO-4.1B
	Quality Objectives	DOT-SPO-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-SPO-4.2
	Documented Procedure	DOT-SPO-4.4
	Risk/Opportunity Assessment	DOT-SPO-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-SPO-6.1A
	Action Plan on Quality Objectives	DOT-SPO-6.1B
	Monitoring Plan	DOT-SPO-8.1-01
	Customers feedback	DOT-SPO-8.5.5E
	Inventory	DOT-SPO-7.1.3
Office of the Schools Division Superintendent (OSDS)- Consolidated Reports	Pestle	DOT-SDS-4.1A
	SWOT	DOT-SDS-4.1B
	Quality Objectives	DOT-SDS-6.2.1
	Relevant Interested Parties' Needs and Expectations	DOT-SDS-4.2
	Documented Procedure	DOT-SDS-4.4
	Risk/Opportunity Assessment	DOT-SDS-6.1
	Action Plan on Risk/Opportunity Assessment	DOT-SDS-6.1A
	Action Plan on Quality Objectives	DOT-SDS-6.1B
	Monitoring Plan	DOT-SDS-8.1-01
Document Control	Operational Plan	DOT-SDS-8.1-02
	Documented Procedure(Control of Docs)	DOT-DCT-4.4
Risk Management Team	Summary of Document Codes	DOT-DCT-4.4A
	Risk/Opportunity Matrix Indicator	DOT-RMT-6.1C
Opportunity Management Team	Risk Management Team Report	DOT-RMT-6.1D
	Opportunity Management Team Report	DOT-OMT-6.1E
Internal Audit	Audit Plan	DOT-IAU-9.2.2
	Internal Audit Programme	DOT-IAU-9.2.2A
	Documented Procedure	DOT-IAU-4.4
	Internal Audit Report	DOT-IAU-9.2.1
	Non-conformance Report	DOT-IAU-9.2.1-01

Prepared by:

Reviewed by:

Approved by:

ANNALOU B. FLORES

ADAS II

Date: 02-21-20

DELMA R. DENAPO

Administrative Officer IV

Date: 02-21-20

AGUSTINES E. CEPE, CESO V

Schools Division Superintendent

Date: 02-24-20

 Anecito St., Mantic, Tangub City
 Website: www.depedtangub.net
 Telephone: (088) 545 - 0304
 Telefax: (088) 395 - 3372

