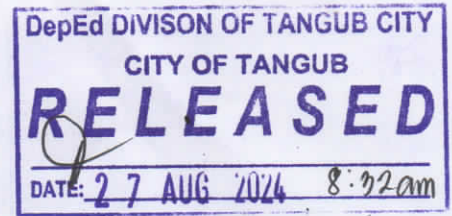




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



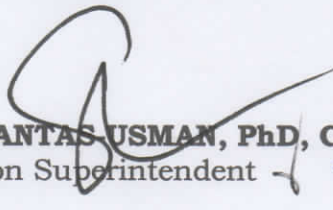
August 16, 2024

DIVISION MEMORANDUM  
No. 284, s. 2024

SUBMISSION OF DOCUMENT REVIEW AND APPROVAL FORM (DRAF)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Section Heads  
All Others Concerned

1. Relative to the **National Quality Management System (NQMS)** under the Document Information Management, all documents shall be registered to **Document Master List (DML)** where a list/log of the coded issuance and forms/templates approved used for distribution. Hence, **Document Review and Approval Form (DRAF)** is used by the proponent to request for review and approval of newly created or revised or forms/templates.
2. Additionally, the DRAF serves as the evidence that the document was reviewed and approved, and the proposed draft of the new/revised document must be attached to the DRAF.
3. With this, all DRAF with department internal documents will be submitted on August 22, 2024, at the Records Section as well as the External Documents received and used by DepEd from external sources.
4. Attached herewith the template of DRAF for reference.
5. Immediate dissemination of this Memorandum is desired.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:  
NQMS DOCUMENTS FORM

SAU/EAB – Submission of Document Review and Approval Form (DRAF)  
August 16, 2024



Address: Anecito Siete St. Mantic, Tangub City  
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Republic of the Philippines  
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Region X

**SCHOOLS DIVISION OF TANGUB CITY**

**DOCUMENT REVIEW and APPROVAL FORM (DRAF)**

<b>Section I – REQUEST</b>		<b>DRAF No.</b>	
Request for:	<input checked="" type="checkbox"/> Creation	<input type="checkbox"/> Revision	<input type="checkbox"/> Disposition/Deletion
Document Type:	<input checked="" type="checkbox"/> Form/Template	<input type="checkbox"/> QMS Manual	<input type="checkbox"/> PAWIM
	<input type="checkbox"/> Planning Documents (SWOT, Risk Registry, Opportunity Registry, Relevant Interested Parties, OPCR)		
	<input type="checkbox"/> Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates)		
	<input type="checkbox"/> Quality Control Plan		
Applicability:	<input type="checkbox"/> CO	<input type="checkbox"/> RO	<input checked="" type="checkbox"/> SDO <input type="checkbox"/> School
Document Title:			
Document Reference Code:		Current Revision Number:	00
Reason for the request:			
Requested by:	Signature over Printed Name and Position		Date of Request:
<b>Section II – REVIEW</b>		<b>Section III – APPROVAL</b>	
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:		Reason:	
Reviewed by:	<b>ERLINDA G. DAEL, PhD, CESE</b> Assistant Schools Division Superintendent Signature over Printed Name and Position (Head of Committee)	Approved by:	<b>SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI</b> Signature over Printed Name and Position
Date:		Date:	
<b>Section IV – REGISTRATION AND DISTRIBUTION</b>			
<b>NEW REVISION NUMBER:</b>		<b>EFFECTIVITY DATE:</b>	<b>DATE REGISTERED IN DML:</b>
<b>CONTROLLED COPY FILED BY:</b>		<b>COPY RECEIVED BY:</b>	
<b>ELEANOR A. BELLINGAN</b> Lead, Knowledge Management Team		Process Holder	
Date:		Date:	



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Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	09.20.21	Page	1 of 1