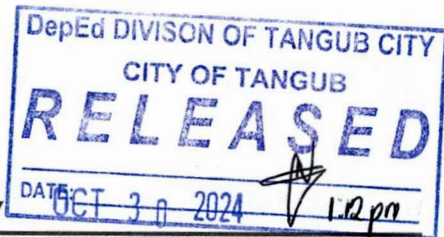




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



October 25, 2024

**DIVISION MEMORANDUM**

No. 057, s. 2024

**EFFECTIVITY OF THE QMS PLANNING DOCUMENTS AND OPERATIONS MANUAL**

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

1. Anchored to the DepEd Order No. 009, s. 2021: Institutionalization of a Quality Management System in the Department of Education Paragraph IX Implementation Requirements, all processes and standards are ensured to be well documented and operationalized by the respective process holders.
2. Heads of functional divisions shall secure approval of their Planning Documents and Operations Manual from the Schools Division Superintendent.
3. The effectivity of the Planning Documents and Operations Manual is effective November 15, 2024.
4. All original signed copy of the required documents shall be submitted to the KMT for safekeeping and archiving purposes. Each functional division shall have a copy of the signed QMS Planning Documents and Operations Manuals.
5. Any proposed improvements or changes in the DepEd QMS Manual and the PAWIM will be requested through official communication by the concerned QMR addressed to the QMS Secretariat for consultation and validation.
6. The QMS Planning Documents and the Integrated Operations Manual will be crafted in accordance with these guidelines by the respective offices.
7. 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    PLANNING DOCUMENTS    OPERATIONS MANUAL

SAU/EAB – Effectivity of the QMS Planning Documents and Operations Manual  
 October 25, 2024



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