



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

06 MAR 2026

DIVISION MEMORANDUM

No. **185**, s. 2026

**UPDATING OF QUALITY MANAGEMENT SYSTEM (QMS) DOCUMENTS**

TO : Assistant Schools Division Superintendent  
Unit and Section Heads  
School Quality Management Representatives (QMR)  
Public School Heads  
All Others Concerned

1. In line with the implementation of the National Quality Management System (NQMS) as provided in DepEd Order 9, s. 2021 and DepEd Order 14, s. 2022, this Office reiterates the updating, and maintenance of required QMS documents in all schools.
2. All school heads are hereby advised to ensure that all school documents are organized, updated, and properly maintained. The reiteration aims to facilitate the efficient conduct of on-site supervision and the systematic provision of technical assistance to all schools.
3. School heads are further advised to ensure that QMS documents are readily accessible for review during supervisory visits and technical assistance engagements. Internal reviews may also be conducted at the school level to ensure completeness and accuracy of documents.
4. Attached is the Checklist of Documents with corresponding details as reference.
5. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Order 9, s. 2021  
DepEd Order 14, s. 2022  
To be included in the Perpetual Index  
Under the following subject:

Manuals          Forms          Procedures

NMU/DM-QMS2026  
26004/March 6, 2026



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## CHECKLIST OF DOCUMENTS

Person Responsible	Documents	Effectivity	Rev
School Head	Operations Manual	09.20.21	00
	Latest OPCRf	N/A	N/A
	PAWIM-F-003 SWOT (once a year preferably dated December)	09.20.21	00
	PAWIM-F-004 Risk Registry (every January and July)	09.20.21	00
	PAWIM-F-005 Opportunity Registry (every January and July)	09.20.21	00
	PAWIM-F-006 Risk Monitoring and Review Form (every June and December)	09.20.21	00
	List of Relevant Interested Parties	09.20.21	00
	Document Master List (DML) with the list of internal and external forms and templates	09.20.21	00
	Outputs and Control Documents	09.20.21	00
Quality Management Representative/ QMS Secretariat	PAWIM-F-001 Minutes of the Meeting	09.20.21	00
	PAWIM-F-002 - Notice of Meeting	09.20.21	00
	PAWIM-M-001 Management Review Matrix	10.20.22	01
	PAWIM-M-002 Management Review Agenda	10.20.22	01
	PAWIM-P-001 Management Review Procedure	10.20.22	01
Risk Management Team (RMT)	PAWIM-F-003 SWOT (once a year preferably dated December)	09.20.21	00
	PAWIM-F-004 Risk Registry (every January and July)	09.20.21	00
	PAWIM-F-005 Opportunity Registry (every January and July)	09.20.21	00
	PAWIM-F-006 Risk Monitoring and Review Form (every June and December)	09.20.21	00
	PAWIM-P-002 Risk Management	10.20.22	01
	List of Relevant Interested Parties	09.20.21	00
Internal Quality Audit Team (IQAT)	PAWIM-F-007 Audit Program	09.20.21	00
	PAWIM-F-008 Audit Itinerary	09.20.21	00
	PAWIM-F-009 Audit Checklist	09.20.21	00
	PAWIM-F-010 Audit Report	09.20.21	00
	PAWIM-F-011 Auditor Evaluation	09.20.21	00
	PAWIM-P-003 Internal Quality Audit	11.15.22	03
Training and Advocacy Teams (TAT)	PAWIM-F-016 Activity Proposal	09.20.21	00
	PAWIM-F-017 Registration Form	10.21.22	01
	PAWIM-F-018 Attendance Sheet	10.21.22	01
	PAWIM-P-007 Training and Advocacy Procedure	10.21.22	01
	NEAP Forms 1, 2, 3	N/A	N/A
	Attachment A_Registration Form	N/A	N/A
	Attachment B_Attendance Form	N/A	N/A
	Attachment C_Activity Evaluation	N/A	N/A
Attachment D_Activity Documentation Report	N/A	N/A	

Person Responsible	Documents	Effectivity	Rev
Knowledge Management Team (KMT)	PAWIM-M-005 Organizational Knowledge Matrix	09.20.21	00
	PAWIM-P-006 Organizational Knowledge Management	09.20.21	00
	PAWIM-F-014 DRAF	09.20.21	00
	PAWIM-F-015 DML	09.20.21	00
	PAWIM-M-004 Documented Information Matrix	10.20.22	02
	PAWIM-P-005 Documents Management Procedure	10.20.22	01
	PAWIM-F-012 Request for Action Form	03.28.22	03
	PAWIM-F-013 RFA Monitoring	09.20.21	00
	PAWIM-M-003 Nonconformity Detection and Control Matrix	03.28.22	01
	PAWIM-P-004 Corrective Action	11.24.22	02
	PAWIM-M-006 CCSS Matrix	09.20.21	00
	PAWIM-P-008 Citizen Client Satisfaction Feedback Management	10.20.22	02
	Client Feedback and Satisfaction Result and Actions Monitoring	N/A	N/A
	Citizens/Client Satisfaction Survey Form	N/A	N/A
Quality Workplace Team (QWT)  <i>Refer to DepEd Order 68, s. 2025</i>	PAWIM-P-009 Quality Workplace	08.15.25	00
	PAWIM-F-019 Quality Workplace Inspection Checklist	08.04.25	00
	PAWIM-F-020 Quality Workplace Implementation Plan	08.04.25	00
	PAWIM-F-021 Quality Workplace Inspection Report	08.04.25	00
	PAWIM-F-022 Request for Corrective Action Form (Quality Workplace Inspection)	08.04.25	00
All Process Owner	Quality Control Plan per sub-process	09.20.21	00
	Outputs and Control Documents Document Masterlist (Internal and External including compiled Forms and Templates)	09.20.21	00

Reminders:

1. Ensure that all internal and external documents in the DML are reflected in the Quality Control Plan.
2. All documents must be in a folder and are labeled.
3. QMS documents are contained in <https://tinyurl.com/DepEdWideQMSManuals> or qr for ready reference.



## CHECKLIST OF QUALITY CONTROL PLAN (QCP) of SCHOOL PROCESSES

### MANAGEMENT PROCESSES

Process	Sub Process	Office Responsible
Plan Formulation	Strategic Planning	School Planning Team
	Medium Term Planning	
	Operational Planning	
Policy Development	Policy Implementation	Office of the School Head
	Policy Review	
Performance Monitoring & Evaluation	Management Review Meetings a. EXECOM b. MANCOM c. NQMS Management Review	School Head, Department Heads/ Head Teachers/ Coordinators/ Chairpersons and Master Teachers/ Key Teachers
	Internal Quality Audit	IQA Team
	Program/ Project Implementation Review	School Head and Program Coordinators
	Office and Staff Performance Monitoring & Appraisal	School Head, Department Heads and School PMT
	Education Statistics and Monitoring	School Heads, Guidance, ICT and Subject Coordinators
	Monitoring of Citizen/ Client Satisfaction Survey	School-Based Management Team Risk Management Team

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### CORE PROCESSES

Process	Sub Process	Office Responsible
Learning Delivery Management and Development	Instructional Supervision and Management	Office of the School Head
Learning Resource Management and Development	Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources	Office of the School Head
	Learning Resources Implementation	Office of the School Head
Education Assessment and Research	Assessment Operation	Office of the School Head
	Data Analysis and Interpretation	Office of the School Head
	Development of Education Research Framework, Design, Procedures and Instruments	Office of the School Head Research Team
	Conduct of Research	Office of the School Head Research Team
	Utilization of Research Data and Information	Office of the School Head Research Team

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## SUPPORT PROCESSES

Process	Sub Process	Office Responsible
Asset Management	Acquisition of Tangible and Intangible Assets	Office of the School Head
	Asset Disposition	Office of the School Head
	Asset Utilization and Inventory	Office of the School Head
Data Information Management	Data Dissemination	Office of the School Head
	Data Management	Office of the School Head
	Management of Information System	Office of the School Head
Disaster Risk Reduction and Management	Contingency Planning, Formulation and Enhancement	Office of the School Head
	DRRM Information System and Research	Office of the School Head
	IEC and Advocacy for Resilience	Office of the School Head
	Learning Continuity and Resilience Interventions	Office of the School Head
	Monitoring and Evaluation of Comprehensive School Safety (CSS)	Office of the School Head
	Partnership for Strengthening Resilience	Office of the School Head
	Resilience Education	Office of the School Head
External Partnership Management	Commemorative and Other Related Events Management	Office of the School Head
	Partnership Development and Management	Office of the School Head
Financial Management (Budget, Accounting, Cash and Employee Accounts Management)	Budget Accountability Reporting	Office of the School Head for Implementing Units
	Budget Preparation and Approval	Office of the School Head
	Budget Processing and Execution	Office of the School Head
	Collection and Deposits	Office of the School Head for Implementing Units
	Disbursement	Office of the School Head for Implementing Units
	Financial Accountability and Recording	Office of the School Head for Implementing Units
	Monitoring and Recording of Financial Transactions	Office of the School Head for Implementing Units
	Pre-Audit and Disbursement	Office of the School Head for Implementing Units
	Preparation of ACIC/SLIAE	Office of the School Head for Implementing Units
	Systems Improvement and Administrative Services (EFRs), Budget Monitoring (BMS) and Online Cash-in Bank Register	Office of the School Head

<b>Process</b>	<b>Sub Process</b>	<b>Office Responsible</b>
General Services Management	Clinic Management	Office of the School Head
	Facilities Maintenance	Office of the School Head
	Housekeeping and Ground Maintenance	Office of the School Head
	Library Management	Office of the School Head
	Security Services	Office of the School Head
	Transportation Service and Vehicle Maintenance	Office of the School Head
Human Resource Management and Development	Compensation and Benefits	Office of the School Head for Implementing Units
	Employee Relations	Office of the School Head
	Employee's Welfare	Office of the School Head
	Leave Management	Office of the School Head
	Personnel Inventory	Office of the School Head
	Personnel Performance Management	Office of the School Head
	Personnel Records Management	Office of the School Head
	Professional Development/ Learning and Development	Office of the School Head
	Rewards and Recognition	Office of the School Head
ICT Management	Implementation of ICT Solutions	Office of the School Head
	Management of Technology Infrastructure	Office of the School Head
	User Support/ Help Desk	Office of the School Head
Infrastructure Management	Evaluation/ Assessment of Construction, Repair, Rehabilitation and Maintenance of Education Facilities	Office of the School Head
	Inspection/ Validation of Accomplishments of BEFF Projects	Office of the School Head
	Management of Construction, Repair, Rehabilitation and Maintenance of Education Facilities	Office of the School Head
Learner Support Management (Health, Sports and Youth Formation)	Program Management	Office of the School Head
	<i>School Health Programs</i>	
	<i>Sports Program</i>	
	<i>Youth Formation Program</i>	
Legal Management	Assistance to the Office of the Solicitor General in pending cases involving DepEd	Office of the School Head
	Development and Implementation of DepEd Child Protection Programs	Office of the School Head
	Legal Review of Proposed DepEd Policies, Issuances, Agreements and Other Legal Documents	Office of the School Head
	Sites Titling and Oversight of DepEd School Sites	Office of the School Head

<b>Process</b>	<b>Sub Process</b>	<b>Office Responsible</b>
Organizational Development	Organization Management	Office of the School Head
Procurement Management	Bidding Processes	Office of the School Head
	Contract Monitoring	Office of the School Head
	Procurement Planning	Office of the School Head
Public Affairs Management	Information Management and Dissemination	Office of the School Head
	Materials Production	Office of the School Head
	Media Relations	Office of the School Head
	Public Relations and Assistance	Office of the School Head
Records Management	Access, Disclosure and Issuance of Documents	Office of the School Head
	Handling of Incoming Documents	Office of the School Head
	Handling of Outgoing Documents	Office of the School Head
	Records Disposition	Office of the School Head
	Records Inventory	Office of the School Head
Research Management	Implementation and Monitoring	Office of the School Head
	Dissemination of Research Results	Office of the School Head

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