



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM

OSDS-2026-091

18 JUN 2026

To: Assistant Schools Division Superintendent
All Division and Unit Heads
All Division Office Personnel
All Others Concerned

**IMPLEMENTATION OF QUALITY WORKPLACE ACTIVITIES IN THE DIVISION
OFFICE FOR CALENDAR YEAR (CY) 2026**

1. Pursuant to the implementation of the Department of Education National Quality Management System (NQMS) and in accordance with DepEd Memorandum No. 068, s. 2025, Addendum to DepEd Memorandum No. 014, s. 2022 (The DepEd Quality Management System Manual and Procedures and Work Instructions Manual), particularly the Procedures and Work Instructions Manual (PAWIM) for Quality Workplace (QW), this Office hereby adopts and institutionalizes the Quality Workplace Activities of the Schools Division Office (SDO) CY 2026 to promote a clean, organized, safe, efficient, and quality-oriented work environment.

2. These activities are intended to strengthen the culture of quality and continual improvement in the Division Office through the consistent implementation of Quality Workplace standards and practices aligned with the requirements of the DepEd Quality Management System and ISO 9001:2015.

3. The following Quality Workplace Activities shall be regularly implemented:

- a. **Quality Workplace Inspection** - Regular inspections shall be conducted by the designated Quality Workplace Team (QWT) to assess compliance with the prescribed Quality Workplace Standards using the approved inspection checklist and other applicable quality management tools (PAWIM-F-019 Quality Workplace Inspection Checklist).
- b. **Clean-Up Day** - All offices and units shall participate in the monthly Clean-Up Day to promote cleanliness, orderliness, workplace safety, and proper housekeeping practices. During the activity, personnel shall implement the principles of the 5S Workplace Management System—Sort (Seiri), Set in Order (Seiton), Shine (Seiso), Standardize (Seiketsu), and Sustain (Shitsuke)—within their respective workstations and common office areas. The conduct of the monthly Clean-Up Day shall be guided by the principles and best practices embodied in the Development Academy of the Philippines (DAP) Good Housekeeping Program and the 5S Workplace Management System to foster an organized, efficient, safe, and quality-oriented work environment. Unit Heads shall ensure the active participation of their personnel and the continuous application of 5S practices in their respective offices. (References can be accessed through this link <https://tinyurl.com/SDOBatacQWTRferences>)
- c. **QWT Meeting** - The QWT shall convene monthly to review inspection results, monitor compliance, discuss corrective and preventive actions, identify opportunities for improvement, and coordinate upcoming Quality Workplace activities.



DepEd Batac City



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4. To ensure the effective implementation of these activities, the following documents are hereby adopted as integral parts of this Memorandum:
- Annex A – Quality Workplace Team Calendar of Activities for CY 2026
 - Annex B – Quality Workplace Meeting
 - Annex C – Quality Workplace Standards
 - Annex D – Quality Workplace Inspection Itinerary for CY 2026
5. All Unit Heads shall ensure compliance with the prescribed Quality Workplace Standards, facilitate the participation of their personnel in all scheduled activities, and implement appropriate corrective actions based on inspection findings and recommendations.
6. The QWT shall oversee the implementation of these activities, maintain the necessary records and documentation, monitor compliance, and submit periodic reports and recommendations.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

ADO/OM-Implementation of QWT Activities
26004/June 16, 2026

QUALITY WORKPLACE MEETING

C.Y. 2026

I. PARTICIPANTS

NO.	NAME	DESIGNATION
1	ANGELICA D. OBIANO	Team Leader
2	RHAIAN A. GAMET	Deputy Team Leader
3	KRISTEL FAYE B. PIJERA	Secretariat
4	ADELAIDA P. MANGLAL-LAN	Member
5	AILEEN T. TOLENTINO	Member
6	GIDEON B. BONIFACIO	Member
7	JACQUELINE G. ABIÑO	Member
8	JHON REY D. ORTAL	Member
9	JOEL P. MALUNAO	Member
10	MARK ANTHONY R. BENSAN	Member
11	MAYLENE D. YASAY	Member
12	MIKKO A. BAUTISTA	Member

II. SCHEDULE AND VENUE

NO.	DATE	TIME	VENUE
1	June 29, 2026	1:30 PM	SDO Conference Hall
2	September 17, 2026		
3	December 9, 2026		

III. AGENDA

1. Review and Assessment of the Previously Conducted Monthly Clean-Up Days
2. Preparation for the Upcoming Quality Workplace Inspection
3. Updates on Quality Workplace Team Activities
4. Other Matters

QUALITY WORKPLACE STANDARDS (QWS)

The Quality Workplace Standards (QWS) are a set of guidelines and regulations that define the level of quality expected in a quality workplace.

The Schools Division of the City of Batac shall adapt the following QWS based on the Procedures and Work Instructions Manual (PAWIM) for Quality Workplace (QW) issued through DepEd Memorandum No. No. 068, s. 2025 “Addendum to the DepEd Memorandum No. 014, s. 2022 (The DepEd Quality Management System Manual and Procedures and Work Instructions Manual)”:

I. GENERAL STANDARDS

A. Philippine Flag

1. The Philippine flag, when raised on a pole, is always placed higher than the Department’s banner/flag.
2. Size of the Philippine flag must be according to the guidelines given by the National Historical Commission of the Philippines (NHCP).
3. When located on a stage, it is always placed on the right side of the audience while LGU banner/flag is placed on the opposite side of the stage.
4. Philippine flag is folded according to the guidelines of the NHCP. A flag is replaced when faded or damaged and disposed of properly.

B. Signages

1. Office identification and signages or directional indications, prohibitions, and warnings are visible.
2. Signages are strategically placed on the wall or mounted on a stand that allows ease of viewing.
3. Site and evacuation map are available and displayed in conspicuous places in the offices and corridors.
4. Signage is clean, readable, and updated.

C. Floors, Corridors, Stairs, and Ceilings

1. Surface is clean, cobweb-free, uniformly painted and without stations.
2. Spaces are clean, well-ventilated, and free of hazards and obstructions.
3. Light and fixtures are installed, functional, clean and dust-free.

D. Offices Tools, Appliances, Equipment and other fixtures

1. Air conditioning units, computers, printers, reproduction machines and other related equipment are inspected regularly and with maintenance schedule.
2. Electric fans are functional, clean and dust-free.
3. Bulletin boards are clean, dust-free and display relevant and updated information.
4. Windows are clear with no visual obstruction or cracks, clean and dust-free.
5. Dividers do not extend to the aisle, are clean and free of dust and stain.
6. Shelves/shelf grids/filing cabinets are properly labeled, clean and dust-free.

E. Safety, Security and Waste Management

1. First Aid kits are labelled clearly and are highly visible and accessible places.
2. Functional fire extinguishers or sand buckets area available.
3. Fire extinguishers are mounted in cabinets or wall recesses are placed so that the fire extinguisher operating instructions face outwards.
4. Fire extinguishers are placed in areas that are accessible including normal path of travel.
5. Fire extinguishers are regularly inspected, and the expiration date is monitored.
6. Electrical wires and cables are neatly sealed, wrapped or bundled, arranged in a straight line at right angles.
7. Adequate sign for fire, emergency or danger and safety instructions are always visible.
8. Waste materials are segregated.
9. Trash bins are covered, labelled, and color-coded.
10. Designated space for trash bins is provided.
11. Trash or waste materials are collected during at the end of the day.
12. Designated space for plants is provided.
13. Plants are regularly watered and brought out and placed under the sun.
14. Shelves are clean and regularly dusted.

II. WORK STATION

A. Office Table

1. Shall have a nameplate of the employee occupying the station, visible to the clients.
Note: CO, Region, SDO, and School may choose their own template provided that they are using the same template within the entire workplace.
2. Shall preferably have a file box.
Note: maximum of three for on-process documents.
3. Shall contain government property items needed to perform tasks.
4. Trash bin for dry waste is placed underneath.
5. May have small or medium-sized box placed underneath for personal things.

B. Mobile Pedestal

1. Placed under or beside the table.
2. Shall be labelled accordingly:
3. Three-layered
4. Top Drawer (Office Supplies)
5. Middle Drawer (Office Documents & Materials)
6. Bottom Drawer (Office Documents and Materials or Personal)

C. Office Chair

1. Placed under or beside the table.
2. Be allowed to retain 1 pillow or any back or lumbar support.
3. Be allowed to have a jacket, shawl, or scarf, draped on its backrest

D. Computer Unit

1. Shall use the official DepEd wallpaper.
2. Shall have its desktop files organized in folders not exceeding three columns of desktop icons.

CALENDAR OF ACTIVITIES

C.Y. 2026

NO.	DATE	ACTIVITY	PARTICIPANTS
1	June 22, 2026	Clean-Up Day	All Office Personnel
2	June 29, 2026	QWT Meeting	QWT Members
3	June 30, 2026	1 st Quality Workplace Inspection	QWT
4	July 1, 2026	Clean-Up Day	All Office Personnel
5	August 3, 2026	Clean-Up Day	All Office Personnel
6	September 1, 2026	Clean-Up Day	All Office Personnel
7	September 17, 2026	QWT Meeting	QWT Members
8	September 18, 2026	2 nd Quality Workplace Inspection	QWT
9	October 1, 2026	Clean-Up Day	All Office Personnel
10	November 3, 2026	Clean-Up Day	All Office Personnel
11	December 1, 2026	Clean-Up Day	All Office Personnel
12	December 9, 2026	QWT Meeting	QWT Members
13	December 10, 2026	3 rd Quality Workplace Inspection	QWT

3. Shall have its cable wires organized and intact so as not to cause obstruction and/or accidents
4. Shall be free from post-it, stickers, photos, magnets and other similar objects.

E. Documents and Records

1. Physical and electronic files are organized.
2. Files are properly labeled and identified.
3. Vertical filing is observed.
4. Files are protected with password, as necessary and only authorized personnel have access to confidential documents and records.
5. Appropriate storage is available, organized, clean and dust-free.
6. Preservation, retention, and disposition of records are implemented.

III. FRONTLINE AREAS

A. Guard Station

1. The station has designated location and does not block the way/
2. Security guard with pen is available.
3. The station is clean and has no litter.

B. Parking Lot

1. There is designated slot for different vehicles sizes (cars, motorcycles, bikes, etc.).
2. Parking lot for PWD/Pregnant Women/Elderly are visible.
3. Parking slot for employee and visitors are properly designated.
4. Parking lots are clean with no obstruction and the pavement has no potholes and/or cracks.

C. Citizen's Charter

1. Contains the official logo and the official name of the Department.
2. Format and specifications follow the ARTS prescribed format and standards.
3. Charter contains the core services of each office and follow the guidelines on the Implementation of the Citizen's Charter in compliance with Republic Act No. 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018
4. Located at the main entrance or at the most conspicuous place within the office premises.

D. Reception

1. There is ample space to walk and move around without tripping.
2. Window glass/counter is clean, clear without obstructions and free of unwanted items such as stains, dust, and clutter at all times.
3. Name of the PACD manning the desk/window/counter is visible.
4. Ballpen is available for client use.
5. No personal effects are placed in the countertop.
6. Queuing system is implemented.
7. Display's the agency's organizational chart.
8. Have a personnel official business locator and information board.
9. Post the following in appropriate places:
 - DepEd Mission and Vision

- Quality Policy Statement
 - Client Satisfaction Measurement (CSM) Link and QR Code is displayed
10. Suggestion/Feedback box is strategically placed in the waiting area with a readily available ballpen for client's use
 11. Suggestion/Feedback box is strategically placed in the waiting area with a readily available ballpen for client's use.
 12. Absence of shabby, stained, broken or worn-out chairs and furniture.

E. Rest Rooms

1. Signage for male and female is clearly distinguishable.
2. General administrative and common areas have separate toilets for male and female, and are accessible to PWDs, pregnant, clients, and elderly.
3. Handwashing facilities and toilets are provided with soap and water.
4. General cleaning of toilets is carried out daily.
5. Air fresheners, deodorizers, or sanitizers are used to eliminate unpleasant odors, bacteria and viruses.

F. Functional Halls and Conference Rooms

1. Doors open without blockage, clean and dust-free.
2. Ceiling is free and dust-free, and surface finish is maintained.
3. Stained or broken tiles are replaced.
4. Stained wood ceiling is repainted.
5. Backstage room for the sound system and operator is available. Microphones and wires have a storage rack and cabinet. Regularly tested to ensure good working condition. (if applicable)
6. Control panel sockets are labelled.
7. Light, speakers, and switches are labeled properly.
8. Sound system provides clear audio with speakers installed at strategic locations in the auditorium.
9. Lights and speakers are clean, free from cobwebs and dust.

IV. PRACTICES

1. Standard spiel for welcome is used by the frontline officer.
2. Employees wear the DepEd ID along with a whistle and a laminated copy of the Quality Policy Statement.
3. Ensure that electrical equipment / appliances are unplugged after working hours.
4. Prescribed dress code is always observed by all personnel except pregnant staff, those in mourning and those complying with religious practices.

QUALITY WORKPLACE INSPECTION ITINERARY

C.Y. 2026

I. INSPECTION TEAMS

NO.	TEAM NO.	DESIGNATION	NAME
1	1	Team Leader	JHON REY D. ORTAL
2		Team Member	MARK ANTHONY R. BENSAN
3		Team Member	ADELAIDA P. MANGLAL-LAN
4	2	Team Leader	JOEL P. MALUNAO
5		Team Member	MAYLENE D. YASAY
6		Team Member	GIDEON B. BONIFACIO
7	3	Team Leader	ANGELICA D. OBIANO
8		Team Member	MIKKO A. BAUTISTA
9		Team Member	KRISTEL FAYE B. PIJERA
10	4	Team Leader	RHAIAN A. GAMET
11		Team Member	JACQUELINE G. ABIÑO
12		Team Member	AILEEN T. TOLENTINO

II. INSPECTION SCHEDULE

1. 1st Quality Workplace Inspection - June 30, 2026
2. 2nd Quality Workplace Inspection - September 18, 2026
3. 3rd Quality Workplace Inspection - December 10, 2026

III. INSPECTION ITINERARY

NO.	TIME	LOCATION TO BE INSPECTED	OFFICE-IN-CHARGE	INSPECTION TEAM
1	08:30AM – 09:00AM	Office of the Schools Division Superintendent (OSDS) – Proper Office	OSDS - Proper	Team No. 1
2	08:30AM – 09:00AM	Office of the Assistant Schools Division Superintendent (OASDS) Office	OASDS	Team No. 2
3	08:30AM – 09:00AM	Information Communication and Technology Services Section (ICTSS) and Legal Services Section (LSS) Office	OSDS – ICTSS OSDS - LSS	Team No. 3
4	08:30AM – 09:00AM	Administrative Services Section (ASS) and Bids and Awards Committee (BAC) Office	OSDS – ASS OSDS - BAC	Team No. 4
5	10:00AM – 10:30AM	Human Resource Management Unit (HRMU) Office	OSDS - HRMU	Team No. 1
6	10:00AM – 10:30AM	Asset Management Unit (AMU) Office	OSDS - AMU	Team No. 2
7	10:00AM – 10:30AM	Cash Unit Office	OSDS - Cash Unit	Team No. 3
8	10:00AM – 10:30AM	Records Management Unit (RMU) Office	OSDS - RMU	Team No. 4
9	10:30AM – 11:00AM	Accounting Unit Office	OSDS - Accounting Unit	Team No. 1
10	10:30AM – 11:00AM	Budget Unit Office	OSDS - Budget Unit	Team No. 2
11	10:30AM – 11:00AM	Curriculum and Implementation Division (CID) – Proper Office	CID Proper	Team No. 3
12	10:30AM – 11:00AM	CID Office	CID	Team No. 4
13	11:00AM – 11:30AM	School Governance and Operations Division (SGOD) Office and Guidance Office	SGOD	Team No. 1
14	11:00AM – 11:30AM	HVMES - CID Library Hub	CID - LR	Team No. 2

NO.	TIME	LOCATION TO BE INSPECTED	OFFICE-IN-CHARGE	INSPECTION TEAM
15	11:00AM – 11:30AM	SDO PACD and Lobby (RMU Receiving Area)	OSDS – ASSOSDS - RMU	Team No. 3
		SHU Stockroom	SGOD - SHU	
16	11:00AM – 11:30AM	SDO Records Room	OSDS – HRMU	Team No. 4
		SDO Stockroom	OSDS - RMU	
17	01:30PM – 02:00PM	SDO Conference Hall	OSDS - ASS	Team No. 1
18	01:30PM – 02:00PM	SDO Security Personnel Watch Post	OSDS - ASS	Team No. 2
		SDO Driver/Utility Personnel Office	OSDS - ASS	
19	01:30PM – 02:00PM	SDO Office Grounds	OSDS - ASS	Team No. 3
20	01:30PM – 02:00PM	SDO Common Comfort Rooms (CR) and Hallways	OSDS - ASS	Team No. 4
21	02:00PM – 02:30PM	Alternative Learning System Office and Classrooms	CID - ALS	Team No. 1
22	02:00PM – 02:30PM	Gabaldon Stockroom	OSDS - AMU	Team No. 2
23	02:00PM – 02:30PM	Gabaldon Records Room	OSDS - RMU	Team No. 3
24	02:00PM – 02:30PM	MMMES - SHU Office	SGOD - SHU	Team No. 4
25	03:00PM – 05:00PM	Finalization of Inspection Reports and Corrective Actions		