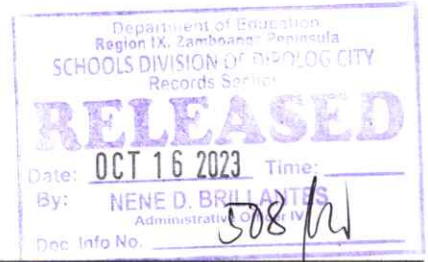




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 16, 2023

DIVISION MEMORANDUM

No. 508, s. 2023

SDO DIPOLOG ACTIVITY TIMELINE ON DEPED QUALITY MANAGEMENT SYSTEM (QMS)

To: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors
All Public Secondary School Principals/Heads
All Others Concerned
This Division

1. This office is issuing the SDO Dipolog Activity Timeline on DepEd Quality Management System (QMS).
2. This is pursuant to DepEd Order No. 009, s. 2021 titled *Institutionalization of a Quality Management Program Department of Education* which is certifiable to ISO 9001 standards toward consistent, effective, and efficient delivery of basic education services across all levels of governance.
3. Furthermore, this is in line with the Department's thrust to deliver citizen-centric quality public services as evidenced by its consistent accomplishment of agency performance targets.
4. Wide Dissemination of this Memorandum is desired.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Encl.: As stated

References:

DepEd Order No. 009, s. 2021
DepEd Memorandum No. 014, s. 2022

To be indicated in the Perpetual Index
Under the following subjects:

QMS, SGOD, CID, OSDS, Schools

NNFS/QMS/SMME – 23-00002



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@depd.gov.ph
Website: www.depdedipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



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**ACTIVITY TIMELINE ON DEPED QUALITY MANAGEMENT SYSTEM
(QMS)**

Activity	Timeline	Person/ Unit Involved
Meeting of QMS Team on the Discussion, Presentation and Review of QMS Team TOR	October 3, 2023 9:30am-12:00nn	All Chairpersons of the QMS Team
Familiarization of NQMS; Quality Manual, PAWIM, Forms/Templates	October 20, 2023 8:30am-5:00pm	All Chairpersons of the QMS Team
Planning and Automation of Citizens Charter, Harmonization of Client Satisfaction Measurement & Client Satisfaction Survey,	October 27, 2023 8:30am-5:00pm	Select QMS Chairpersons
5S Audit	November 8, 2023 8:30am	Internal Quality Auditors
QMS Training	January – February 2024	Regional QMS Team
Harmonization of SDO & Regional Offices on Existing QMS	March – May 2024	Regional QMS Team
1 st Internal Quality Audit on QMS Process	April 2024	Internal Quality Auditors
Management Review	April 2024	Management Review Committee/ DEXECOM
Readiness Assessment on SDO QMS Implementation	June 2024	Regional QMA Team
Inter-SDO QMS Audit	July – August 2024	Regional & SDO IQA
SDO Certification (1 st & 2 nd Surveillance Audit)	September - December 2024	Third Party Certifying Body