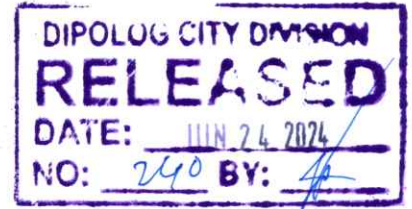




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



June 21, 2024

DIVISION MEMORANDUM

No. 240, s. 2024

**SUBMISSION OF DIGITIZED AND DIGITALIZED TRANSACTIONS AND
PROCESSES OF THE OFFICE**

To: **OIC - Assistant Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
School Heads / Administrators
Section / Unit Heads
All Others Concerned
This Division

1. This Division initiates the process of reactivating and institutionalizing the Quality Management System (QMS) within the Division Office. This implementation is in consonance with DepEd Order No. 009 s. 2021, entitled "Institutionalization of a Quality Management System in the Department of Education." The QMS aims to integrate and streamline internal systems and processes, ultimately enhancing service delivery.
2. In connection to this, Section / Unit Heads and School Principals are directed to submit a list of digitized and digitalized transactions and processes in your respective offices. This submission shall include the following:
 - a. List of Innovating and Intervening Activities
 - b. List of digitized and digitalized transactions and processes
 - c. List of customized and adopted forms in schools
3. Each document must include a brief description of its importance and use. Please submit the report to the Office of the Assistant Schools Division Superintendent on or before June 28, 2024.
4. Immediate and wide dissemination of this memorandum is desired.


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

Encl: None



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