

Republic of the Philippines

Region IX - ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DIPOLOG CITY

RECORDS SECTION

RELEAS EI

Date: B 1 0 2025 Doc. No.: \$2

By: DOMINIC MAIKO S. DIAZ ADMINISTRATIVE OFFICER IV

DEPED DIPOLOG CITY DIVISION

February 10, 2025

DIVISION MEMORANDUM

No. <u>82</u>, s. 2025

OVERHAUL OF ACTIVE TOOLS, FORMS/TEMPLATES IN THE SDO

To: All Division Personnel

This Division

In line with the ongoing efforts on the implementation of the Quality Management System (QMS) of the Schools Division Office, all existing tools, forms/templates recently identified as active files during the preparation of the Operations Manual shall be subject for overhaul.

To standardize and properly control all tools and forms, the office shall use the Document Revision and Approval Form (DRAF). All concerned personnel are hereby requested to accomplish the attached DRAF for any existing tools. Additionally, a rationale must be provided for each tool, form/template.

All Section Heads and Division Chiefs are encouraged to conduct an internal review to determine the number of existing tools within their respective offices. This will aid in accurate recording and proper documentation as part of our QMS initiatives.

Please review and complete the attached DRAF for each identified tool, forms/templates and submit to the Knowledge Management Team (KMT) for consolidation and processing. The same team shall cater for any queries or clarification should they be raised.

Your cooperation is highly appreciated as we work towards a more efficient and streamlined document control system.

Please see attached links for easy access.

https://bit.ly/42JgRy8



For immediate compliance.

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









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Republic of the Philippines

Department of Education

REGION IX - ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DIPOLOG CITY

DOCUMENT REVIEW and APPROVAL FORM (DRAF)

Request for:	Section I - REQUEST		DRAF No.				
Planning Documents (SWOT, Risk Registry, Opportunity Registry, Relevant Interested Parties, OPCR) Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates) Quality Control Plan Quality Control Plan Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates) Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates) Operations Operatio	Request for:	☐ Creation	☐ Revision	☐ Revision ☐ Disposition/Deletion			
Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates) Quality Control Plan Applicability:	Document Type:	☐ Form/Template	☐ QMS Manual	□ PAWIM			
Applicability:							
Applicability: CO RO SDO School Document Title: Document Reference Code: Current Revision Number: Reason for the request: Requested by: Signature over Printed Name and Position Recommend Approval Disapproved Approved Disapproved Reason: Reviewed by: Signature over Printed Name and Position (Head of Committee) Date: Section IV - REGISTRATION AND DISTRIBUTION NEW REVISION NUMBER: EFFECTIVITY DATE: DATE REGISTERED IN DML: CONTROLLED COPY FILED BY: COPY RECEIVED BY: Lead, Knowledge Management Team Process Holder		☐ Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates)					
Document Title: Document Reference Code: Reason for the request: Requested by: Signature over Printed Name and Position Recommend Approval Reason: Reviewed by: Signature over Printed Name and Position (Head of Committee) Date: Section IV – REGISTRATION AND DISTRIBUTION NEW REVISION NUMBER: CONTROLLED COPY FILED BY: COPY RECEIVED BY: Lead, Knowledge Management Team Current Revision Number: Date of Request: Section III – APPROVAL Approved		☐ Quality Control Plan					
Document Reference Code: Reason for the request: Requested by: Signature over Printed Name and Position Section III - APPROVAL Recommend Approval Disapproved Approved Disapproved Disapproved Reason: Reviewed by: Signature over Printed Name and Position (Head of Committee) Date:	Applicability:	□ CO □ RO	□ SDO	☐ School			
Requested by: Section II - REVIEW Section III - APPROVAL Recommend Approval Disapproved Approved Disapproved Reason: Reason: Signature over Printed Name and Position (Head of Committee) Date: Signature over Printed Name and Position (Head of Committee) Date: Section IV - REGISTRATION AND DISTRIBUTION NEW REVISION NUMBER: EFFECTIVITY DATE: DATE REGISTERED IN DML:	Document Title:						
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	Lead, Knowledge Management Team Date:		Date:				











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Effectivity	09.20.21	Page	1 of 1