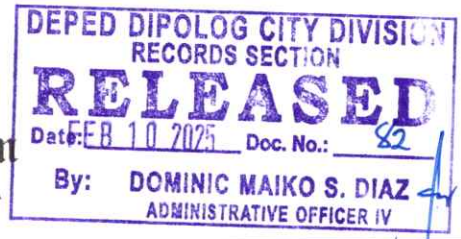




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



February 10, 2025

DIVISION MEMORANDUM

No. 82, 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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DOCUMENT REVIEW and APPROVAL FORM (DRAF)

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