November 06, 2024

DIVISIONAL MEMORANDUM

No. _322_ , s. 2024

ADOPTION OF THE NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS) READINESS CHECKLIST FOR SCHOOLS DIVISION OFFICES

To: Assistant Schools Division Superintendent
        Chief Education Supervisors (SGOD and CID)
        NQMS Teams and Members
        This Division

1.   To standardize and harmonize the implementation of QMS in the Department of Education and ensuring a One DepEd, One QMS, this Office directs the QMS teams and members and other SDO personnel to adopt the **NQMS Readiness Checklist** (enclosed).

2.   All the documentary requirements to support the implementation of the Quality Management System within the schools division office shall be prepared in adherence to the checklist.

3.   Immediate and widest dissemination of this Memorandum is desired.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

pp: **DIONESIO L. LIWAGON, JR. CESE**
        OIC, Asst. Schools Division Superintendent

National Quality Management System (NQMS) Readiness Checklist for Schools Division Offices

Objective:

To standardize and harmonize the implementation of QMS in the Department, ensuring a One DepEd, One QMS that is relevant and applicable to all governance levels.
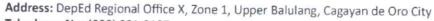
I. On Planning Documents

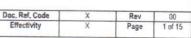| INDICATOR	Compliant	Non-Compliant	Remarks
PLANNING DOCUMENTS			
SWOT Matrix			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold Name of SDO/School - Trajan Pro, 10 point size, bold	☐	☐	
2. Margin: 0.5-inch all sides	☐	☐	
3. Paper Size: A4	☐	☐	
4. Orientation: Landscape	☐	☐	
5. Spacing: Single	☐	☐	
6. Font: Bookman Old Style, 11	☐	☐	
7. Title in the 1st line (SWOT MATRIX): Bookman Old Style, 14	☐	☐	
8. A. Name of Bureau/Service/Functional Division/School is written	☐	☐	
9. B. Use of prescribed tabular template for SWOT (3 columns, 4 rows, with color code)	☐	☐	

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INDICATOR	Compliant	Non-Compliant	Remarks
10. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	
11. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
12. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **PAWIM-F-003** • Effectivity: 09.20.21 • Rev: 00 • Page X of X • Right Logo – TUV Nord Logo	☐	☐	
RISK REGISTRY			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold	☐	☐	
2. Margin: 0.5-inch all sides	☐	☐	
3. Paper Size: A4	☐	☐	
4. Orientation: Landscape	☐	☐	
5. Spacing: Single	☐	☐	
6. Font: Bookman Old Style, 11	☐	☐	
7. Title in the 1st line (RISK REGISTRY): Bookman Old Style, 14	☐	☐	
8. A. Name of Bureau/Service/Functional Division/School is written	☐	☐	
9. B. Use of prescribed tabular template (13 columns	☐	☐	
10. Content: Aligned with the W and T entries in the SWOT Matrix	☐	☐	
11. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	
12. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
13. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11	☐	☐	

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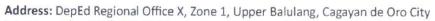**Email Address:** region10@deped.gov.ph
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INDICATOR	Compliant	Non-Compliant	Remarks
• Doc.Ref.Code **PAWIM-F-004** • Effectivity: 09.20.21 • Rev: 00 • Page X of X • Right Logo - TUV Nord Logo			
OPPORTUNITY REGISTRY			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold	☐	☐	
2. Margin: 0.5-inch all sides	☐	☐	
3. Paper Size: A4	☐	☐	
4. Orientation: Landscape	☐	☐	
5. Spacing: Single	☐	☐	
6. Font: Bookman Old Style, 11	☐	☐	
7. Title in the 1st line (OPPORTUNITY REGISTRY): Bookman Old Style, 14	☐	☐	
8. A. Name of Bureau/Service/Functional Division/School is written	☐	☐	
9. B. Use of prescribed tabular template (8 columns	☐	☐	
10. Content: Aligned with the S and O entries in the SWOT Matrix	☐	☐	
11. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	
12. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
13. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **PAWIM-F-005** • Effectivity: 09.20.21 • Rev: 00 • Page X of X - Right Logo - TUV Nord Logo	☐	☐	
OPCR 2024			
1. Use of prescribed Header ☐ Seal - 0.76 inch	☐	☐	

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Certificate No. PHP QMS

INDICATOR	Compliant	Non-Compliant	Remarks
• Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold			
2. Margin: 0.5-inch all sides	☐	☐	
3. Paper Size: A4	☐	☐	
4. Orientation: Landscape	☐	☐	
5. Spacing: Single	☐	☐	
6. Font: Bookman Old Style, 11	☐	☐	
7. Title in the 1st line (OFFICE PERFORMANCE COMMITMENT AND REVIEW): Bookman Old Style, 14	☐	☐	
8. B. Use of prescribed template in DO 2, s. 2015	☐	☐	
9. Signed by Ratee	☐	☐	
10. Signed by Rater	☐	☐	
11. Name of Approving Authority is written	☐	☐	
LIST OF RELEVANT INTERESTED PARTIES			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold ☐ ☐ Department of Education - Old English Text MT, 18 point size, bold	☐	☐	
2. Margin: 1-inch all sides	☐	☐	
3. Paper Size: A4	☐	☐	
4. Orientation: Portrait	☐	☐	
5. Spacing: Single	☐	☐	
6. Font: Bookman Old Style, 11	☐	☐	
7. Title in the 1st line (LIST OF RELEVANT INTERETED PARTIES): Bookman Old Style, 14	☐	☐	
8. A. Name of Bureau/Service/Functional Division/School is written	☐	☐	
9. B. Internal Parties (2 columns)	☐	☐	
10. C. External Parties (2 Columns)			
11. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	

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INDICATOR	Compliant	Non-Compliant	Remarks
RO – Division Chief SDO – Division Chief School – Process Holder			
12. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
13. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **QMS Manual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X • Right Logo - TUV Nord Logo	☐	☐	
OPERATIONS MANUAL			
TITLE PAGE			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold ☐ ☐ Department of Education - Old English Text MT, 18 point size, bold	☐	☐	
2. Title: Trajan Pro, 36	☐	☐	
3. Margin: 1-inch all sides	☐	☐	
4. Paper Size: A4	☐	☐	
5. Orientation: Portrait	☐	☐	
6. Spacing: Single	☐	☐	
7. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X • Right Logo - TUV Nord Logo	☐	☐	
INTRODUCTION			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold ☐ ☐ Department of Education - Old English Text MT, 18 point size, bold	☐	☐	
2. Title (INTRODUCTION): Left Aligned, Bookman Old Style, 14	☐	☐	
3. Body: Bookman Old Style, 11	☐	☐	
4. Margin: 1-inch all sides	☐	☐	
5. Paper Size: A4	☐	☐	
6. Orientation: Portrait	☐	☐	
7. Spacing: Single	☐	☐	

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INDICATOR	Compliant	Non-Compliant	Remarks
8. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	
9. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
10. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X • Right Logo - TUV Nord Logo	☐	☐	
ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, and JOB SUMMARY			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold	☐	☐	
2. Title (ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, and JOB SUMMARY): Left Aligned, Bookman Old Style, 14	☐	☐	
3. Body: Bookman Old Style, 11	☐	☐	
4. Org Chart: Bureau-wide and includes COS	☐	☐	
5. Office Functions: Version 3 (For CO), Version 3 (For RO, SDO, School)	☐	☐	
6. Job Summary (version 2)	☐	☐	
7. Margin: 1-inch all sides	☐	☐	
8. Paper Size: A4	☐	☐	
9. Orientation: Landscape	☐	☐	
10. Spacing: Single	☐	☐	
11. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	
12. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
13. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11	☐	☐	

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LEGAL BASES and REFERENCES

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1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold	☐	☐	
2. Title: (LEGAL BASES and REFERENCES) Left Aligned, Bookman Old Style, 14	☐	☐	
3. Body: Bookman Old Style, 11	☐	☐	
4. Margin: 1-inch all sides	☐	☐	
5. Paper Size: A4	☐	☐	
6. Orientation: Portrait	☐	☐	
7. Spacing: Single	☐	☐	
8. Legal bases categorized by declared processes	☐	☐	
9. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	
10. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
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DEFINITION OF TERMS AND ACRONYMS

INDICATOR	Compliant	Non-Compliant	Remarks
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2. Title (DEFINITION OF TERMS AND ACRONYMS): Left Aligned, Bookman Old Style, 14	☐	☐	
3. Body: Bookman Old Style, 11	☐	☐	
4. Margin: 1-inch all sides	☐	☐	
5. Paper Size: A4	☐	☐	

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INDICATOR	Compliant	Non-Compliant	Remarks
6. Orientation: Portrait	☐	☐	
7. Spacing: Single	☐	☐	
8. Description enclosed in <> is deleted	☐	☐	
9. Prepared by: CO – Division Chief/Director III RO – Division Chief SDO – Division Chief School – Process Holder	☐	☐	
10. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
11. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X • Right Logo - TUV Nord Logo	☐	☐	Ensure to follow the prescribed format
QUALITY CONTROL PLANS			
1. Use of prescribed Header • Seal - 0.76 inch • Republic of the Philippines - Old English Text MT, 12 point size, bold • Department of Education - Old English Text MT, 18 point size, bold • Name of Bureau/Service/Region/SDO/School - Trajan Pro, 10 point size, bold	☐	☐	
2. Title (QUALITY CONTROL PLAN): Left Aligned, Bookman Old Style, 14	☐	☐	
3. Name of the Process is written, Bookman Old Style, 11	☐	☐	
4. Body (Tabular, 7 columns): Bookman Old Style, 11	☐	☐	
5. Margin: 0.5-inch all sides	☐	☐	
6. Paper Size: A4	☐	☐	
7. Orientation: Landscape	☐	☐	
8. Spacing: Single	☐	☐	
9. Prepared by: CO/RO/SDO – Division Chief/Director III School – Process Holder	☐	☐	
10. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
11. Use of prescribed Footer • Left Logo – Logo of RO/SDO/School (None for CO) • Address, Phone, Email, Website: Calibri, 11 • Right Logo – None • Doc.Ref.Code **OpsManual** • Effectivity: 09.20.21 • Rev: 00 • Page X of X • Right Logo - TUV Nord Logo	☐	☐	

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FORMS/TEMPLATES			
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2. Title (FORMS/TEMPLATES): Left Aligned, Bookman Old Style, 14	☐	☐	
3. Body (Tabular, 8 Columns): Bookman Old Style, 11	☐	☐	
4. Margin: 0.5-inch all sides	☐	☐	
5. Paper Size: A4	☐	☐	
6. Orientation: Landscape			
7. Spacing: Single	☐	☐	
8. Prepared by: CO/RO/SDO – Division Chief/Director III School – Process Holder	☐	☐	
9. Approved by: CO – Director IV RO – RD SDO – SDS School – Principal	☐	☐	
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II. Alignment of Processes – Quality Control Plan (QCP)

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Compliant	Non-Compliant	Remarks
A. Management Processes				
1. Plan Formulation				
Strategic Planning	DEXECOM with Division Planning Team			
Medium Term Planning	DEXECOM with Division Planning Team			
Operational Planning	DEXECOM with Division Planning Team including Program coordinators/implementers/owners			
2. Plan Development				
Policy Implementation	DEXECOM Functional Divisions			

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Policy Review	DEXECOM Functional Divisions			
3. Performance Monitoring & Evaluation				
Management Meetings: EXECOM	DEXECOM			
Management Meetings: MANCOM	Division MANCOM			
Management Meetings: Management Review	Top Management, Functional Division Chiefs, and QMS Core Team Leads			
Program/Project Implementation Review	DEXECOM with Division Planning Team including Program coordinators/implementers/owners			
Office and Staff Performance Monitoring and Appraisal	DEXECOM Performance Management Team			
Education Statistics Monitoring	SGOD			
Monitoring of Citizen/Client Satisfaction Survey	OSDS/Administrative Office			
4. Learning Delivery Management and Development				
Instructional Supervision and Management	CID			
5. Learning Resource Management and Development				
Development of Contextualized Learning Resources	CID			
Management of Quality Assurance of LRs/Contextualized LRs	CID			
6. Education Assessment and Research				
Design and Development of Assessment Framework, Programs, and Tools/Instruments	CID SGOD-SMME			
Assessment Operation	CID SGOD-SMME			
Data Analysis and Interpretation	CID			
Development of Education Research Framework, Design, Procedures & Instruments	CID			
Conduct of Research	CID			
Utilization of Research Data and Information	CID			
7. Learning/Professional Development and Management for Teachers and School Leaders				
Design and Development of Learning/PD Standards and programs/courses	SGOD			
Management of Learning/PD Programs	SGOD			
Quality Assurance of Learning/PD Programs	SGOD			
M&E of Learning/PD Program Conduct of Research	SGOD			

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	CID			
Utilization of Research Data and Information	CID			

B. Support Processes

1. Asset Management

Acquisition of tangible and intangible assets	Property and Supply Unit			
Asset Disposition	Property and Supply Unit			
Asset Utilization and Inventory	Property and Supply Unit			

2. Data Information Management

Data Dissemination	SGOD – Planning & Research Section			
Data Management	SGOD – Planning & Research Section			
Management of Information System	SGOD – Planning & Research Section			

3. Disaster Risk Reduction and Management

Contingency Planning, Formulation and Enhancement	SGOD – Social Mobilization and Networking			
DRRM Information System and Research	SGOD – Social Mobilization and Networking			
IEC and Advocacy for Resilience	SGOD – Social Mobilization and Networking			
Learning Continuity and Resilience Interventions	SGOD – Social Mobilization and Networking			
Monitoring and Evaluation of Comprehensive School Safety (CSS)	SGOD – Social Mobilization and Networking			
Partnership for Strengthening Resilience	SGOD – Social Mobilization and Networking			
Resilience Education	SGOD – Social Mobilization and Networking			

4. External Partnership Management

Commemorative and other related events management	SGOD – Social Mobilization and Networking			
Partnership and Development Management	SGOD – Social Mobilization and Networking			

5. Financial Management (Budget, Accounting, Cash and employee accounts management)

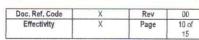|				
Budget Accountability Reporting	Budget Unit			
Budget Preparation and Approval	Budget Unit Planning & Research Section			
Budget Processing and Execution	Budget Unit Planning & Research Section			

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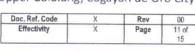|				
Collection and Deposits	Cash Units Administrative Unit			
Control of Accountable Forms	Cash Units Administrative Unit			
Disbursement	Cash Units Administrative Unit			
Financial Accountability and Recording	Accounting Unit			
Maintenance and Closure of Bank Accounts	Cash Units Administrative Unit			
Monitoring and Recording of Financial Transaction	Accounting Unit			
Pre-audit and Disbursement	Accounting Unit			
Preparation of ACIC/SLIIAE	Cash Units Administrative Unit			
Provident Fund Management	Accounting Unit			
Systems Improvement and Administrative Service (EFRs)	Accounting Unit			
6. General Services Management				
Clinic Management	SGOD – School Health Section			
Facilities Maintenance	Administrative Unit			
Housekeeping and ground maintenance	Administrative Unit			
Security Services	Administrative Unit			
Transportation Service and Vehicle Maintenance	Administrative Unit			
7. Human Resource Management and Development				
Compensation and Benefits	Personnel Unit Finance Unit			
Employee Relations	Personnel Unit			
Employee's Welfare	SGOD – Human Resource Development Section			
Leave Management	Personnel Unit			
Personnel Inventory	Personnel Unit			
Personnel Performance Management	SGOD – Human Resource Development Section Personnel Unit			
Personnel Records Management	Personnel Unit			
Professional Development/Learning and Development	SGOD – Human Resource Development Section			
Recruitment, Selection, Placement, and Induction	Personnel Unit SGOD – Human Resource Development Section			

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Rewards and Recognition	SGOD – Human Resource Development Section			
8. Organizational Development				
Organization Management	SGOD			
9. ICT Management				
Management of ICT solutions	ICT Unit			
Management of Technology Infrastructure	ICT Unit			
User Support/Help Desk	ICT Unit			
10. Infrastructure Management				
Evaluation/assessment of construction ,repair, rehabilitation, and maintenance of education facilities	SGOD- Education Facilities section			
Inspection/validation of accomplishment of BEFF projects	SGOD- Education Facilities section			
Management of construction, repair, rehabilitation, and maintenance of education facilities	SGOD- Education Facilities section			
11. Learner Support Management (health, sports, and youth formation)				
Program Management	SGOD			
12. Legal Management				
Assistance to the Office of the Solicitor General in pending cases involving DepEd	SDS			
Development and Implementation of DepEd Child Protection Programs	Legal Unit or Legal Officer Designate SGOD			
Evaluation, investigation, review and/or resolution of complaints/cases of DepEd officials, teaching and non-teaching personnel	Legal Unit Legal Officer Fact finding/preliminary investigation committee Formal investigation committee SDS			
Legal review of proposed DepEd policies/issuances, agreements, and other legal documents	Legal Unit or Legal Officer Designate			
Sites Titling and oversight of DepEd school sites	SDS Legal Unit or Legal Officer Designate SGOD			
13. Private Education Regulations and Development				
Evaluation of applications for the Grant of Permits to Operate and Recognitions	SGOD			
Evaluation of Applications of Special Orders of Private Schools/TVI/Non-DepEd Public Schools	SGOD			
Endorsement of notice of voluntary (temporary/permanent)private closure	SGOD			

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Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools	SGOD			
14. Procurement Management				
Bidding Processes	OSDS			
Contract Implementation	End-User			
Contract Monitoring	OSDS			
Procurement Planning	OSDS			
15. Project Management				
Coordination and Linkages	SGOD			
Project Implementation Management	SGOD			
16. Public Affairs Management				
Information Management and Dissemination	Designated Division Information Officer			
Materials Production	Designated Division Information Officer			
Media Relations	Designated Division Information Officer			
Public Relations and Assistance	Designated Division Information Officer OSDS – Legal Unit			
Publication of Issuances	Records Unit			
17. Records Management				
Access, disclosure, and issuance of documents	Records Unit			
Handling of Incoming Documents	Records Unit			
Handling of Outgoing Documents	Records Unit			
Records Disposition	Records Unit			
Records Inventory	Records Unit			
18. Research Management				
Call for Proposal and Proposal Evaluation	SGOD – Planning and Research Section			
Implementation and Monitoring	SGOD – Planning and Research Section			
Dissemination of research results	SGOD – Planning and Research Section			
Archiving	SGOD – Planning and Research Section			

IV. **Training/s/Seminars/Workshop Attended** *(related to NQMS preparations)*

Title of Training/Seminar/Workshop	Date (s)	Conducted by (Agency/Organization)	Venue

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Title of Training/Seminar/Workshop	Date (s)	Conducted by (Agency/Organization)	Venue

V. NQMS Teams

INDICATOR	Compliant	Non-Compliant	Remarks
Quality Management Representative *(with appointment letter from TM)*	☐	☐	
QMS Secretariat *(with appointment letter)*	☐	☐	
Internal Quality Audit Team *(Lead IQA and members with appointment letter)*	☐	☐	
Risk Management Team *(Lead RMT and members with appointment letter)*	☐	☐	
Knowledge Management Team *(Lead KMT and members with appointment letter)*	☐	☐	
Training and Advocacy Team *(Lead TAT and members with appointment letter)*			
Quality Workplace Team *(Lead QWT and members with appointment letter)*	☐	☐	

VI. EVALUATION

Strong Points	Deficiencies

VII. RECOMMENDATIONS:

_____

_____

_____

Prepared by:

_____   _____

RO Monitoring Team Lead   RO Monitoring Team Member

Received by:

_____

Quality Management Representative

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