



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 3, 2025

DIVISIONAL MEMORANDUM

No. 049 s. 2025

**FINALIZATION OF THE QUALITY MANAGEMENT SYSTEM PLANNING
DOCUMENTS AND OPERATION MANUALS OF SCHOOLS
DIVISION OF OZAMIZ CITY**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
NQMS Teams
Unit/Section Heads
This Division

1. Relative to Regional Memorandum No. 1006, s. 2024, re: Training Workshop on Quality Management System: A Call to the Harmonization of Regional and Divisional Operations in Region X-Northern Mindanao, this Office enjoins the concerned NQMS Teams, unit/section heads, and process holders of this Division to convene and finalize the NQMS Planning Documents and Operations Manual.

2. The timeline of activities is as follows:

Dates	Activities
February 3, 2025	Presentation of Updates
February 24-28, 2025	Finalization of QMS Planning Documents and QMS Operations Manual
March 3-7, 2025	Submission of Final Documents to the Secretariat
March-May 2025	Training Workshop on Quality Management System: A Call to Harmonization for the Schools Division Office Operations

3. For queries, contact May P. Edullantes, EPS-LRMDS at 09667707665.



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4. Immediate and wide dissemination of this memorandum is desired.

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

Enclosure:

Reference: Regional Memorandum No. 1006, s. 2024

To be indicated at the Perpetual index
under the following subjects:

QUALITY MANAGEMENT MANUAL FINALIZATION

MPE/DM 2025- Finalization of the Quality Management System Planning
Documents and Operation Manuals of Schools Division of Ozamiz City
_____/February 3, 2025



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