



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

April 25, 2025

DIVISIONAL MEMORANDUM
No. 150 s. 2025

**SUBMISSION ON NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS)
DOCUMENTS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary, Secondary and Senior High School Heads
This Division

1. Relative to Divisional Memorandum No. 125, s. 2025, re: Readiness and Compliance Assessment of the National Quality Management System Implementation, this Office enjoins all functional divisions to submit NQMS Planning Documents and Operations Manual to the NQMS secretariat on or before May 15, 2025.
2. The Planning Documents include:
 - a. Quality Objectives;
 - b. SWOT Analysis Results;
 - c. Opportunity Registry;
 - d. Risk Registry; and
 - e. List of Relevant Interested Parties.
3. The Operations Manual is composed of:
 - a. Introduction;
 - b. Office Structure and Functions;
 - c. Legal Bases and References;
 - d. Definition of Terms and Acronyms;
 - e. Forms and Templates; and
 - f. Quality Control Plans.
4. For queries, contact May P. Edullantes, EPS-LRMDS at 09667707665.
5. Immediate and wide dissemination of this memorandum is desired.


NIMFA R. LAGO, PhD, CISO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Enclosure:

Reference: Divisional Memorandum No. 125, s. 2025

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

QUALITY MANAGEMENT MANUAL FINALIZATION
MPE/DM 2025- Submission of the National Quality Management System (NQMS) Documents
_____/April 25, 2025



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