



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



09 OCT 2025

DIVISION MEMORANDUM

No. 895 s. 2025

**READINESS AND COMPLIANCE ASSESSMENT OF THE
NATIONAL QUALITY MANAGEMENT (NQMS) IMPLEMENTATION**

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Division Process Holders
This Division

1. In line with Regional Memorandum No. 781, s. 2025, all **Division Process Holders** and **Division Chiefs** are hereby directed to prepare the following documents, in line with conduct of Readiness and Compliance Assessment of NQMS Implementation on **October 13-15, 2025**:

- Quality Control Plan
- SWOT Matrix
- Risk Registry
- Opportunity Registry
- List of Interested Parties
- Operations Manual

2. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

3. This Office directs immediate compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

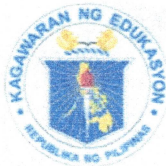
Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

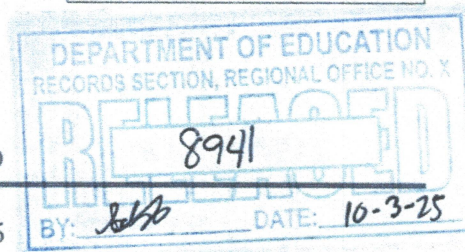
NQMS

DM034-SGOD-YF-LLT/ readiness and compliance assessment of the NQMS implementation
October 9, 2025



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

Original Copy of Two



October 2, 2025

REGIONAL MEMORANDUM
No. 781, s. 2025

UPDATES ON THE CONDUCT OF READINESS AND COMPLIANCE ASSESSMENT
OF THE NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS)
IMPLEMENTATION FOR SCHOOLS DIVISION OFFICES

To: Schools Division Superintendents
All Others Concerned

1. Regarding **Regional Memorandum No. 180, s. 2025**, titled **Readiness and Compliance Assessment of the National Quality Management Implementation**, and **Regional Memorandum No. 550, s. 2025**, on the **Reiteration of the Moratorium and centralized ISO Certification under One DepEd One QMS**, this Office directs the designated Regional Field Technical Assistance Teams (RFTATs), to be facilitated by the Lead IQA Team (LIQAT), to conduct the activity **from October 13 to November 14**.
2. The "actions taken" based on the observations and recommendations during the 2024 Technical Guidance on NQMS Implementation and Readiness Assessment shall be followed up.
3. Attached are the following for reference:
 - a. List of RFTATs per clustered SDOs with schedules, and
 - b. Compliance Assessment Checklist.
4. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated

To be indicated in the Perpetual Index
under the following subjects:

ACCREDITATION ASSESSMENT NQMS
RFTAT TECHNICAL GUIDANCE

FTAD /lita

**L UPDATES ON THE CONDUCT OF READINESS AND COMPLIANCE ASSESSMENT
OF THE NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS)
IMPLEMENTATION FOR SCHOOLS DIVISION OFFICES**

List of RFTATs per Clustered SDOs

Cluster No.	Schools Division Office	Designated RFTAT	Schedule
Cluster 1	Cagayan de Oro City and El Salvador City	Edith L. Ortega Ramon G. Abrera Jr. Ana Belen S. Muring <i>Maria Fritzie D. Amigable-Observer</i>	October 13-17, 2025
Cluster 2	Misamis Occidental and Oroquieta City	Mary Ann D. Neri, CPA Shelly B. Lim Fatima E. Villaremo	October 13-17, 2025
Cluster 3	Misamis Oriental and Camiguin	Emerald A. Cabigas Richardo G. Dragon, Jr. Ralph Simon L. Mabulay	October 14-17, 2025
Cluster 4	Bukidnon and Valencia City	Atty. Shirley O. Chatto Allan L. Mansaladez Maria Vevilyn A. Cabunoc Ranie Livero O. Villamin	Oct. 15-17, 2025 (Buk.) October 27-29, 2025 (Valencia)
Cluster 5	Ozamis City and Tangub City	Rogelio C. Evangelista Arnel T. Genita Ana Mae Dresser	October 27-31, 2025
Cluster 6	Iligan City and Lanao del Norte	Reinante Noel N. Pelagio Fatima E. Villaremo Lita F. Base Marivic D. Labitad	November 5-7, 2025 (LDN) November 3-5, 2025 (Iligan)
Cluster 7	Gingoog City and Malaybalay City	Allan L. Mansaladez Fatima E. Villaremo Ranie Livero O. Villamin	November 10-14, 2025

UPDATES ON THE CONDUCT OF READINESS AND COMPLIANCE ASSESSMENT
OF THE NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS)
IMPLEMENTATION FOR SCHOOLS DIVISION OFFICES

Compliance Assessment Checklist

I. On Planning Documents

Indicator	Started	Ongoing	Updated	Remarks
A. SWOT Matrix 1. TM with complete set: CID, SGOD and OSDS 2. CID 3. SGOD 4. OSDS				
B. Risk Registry 1. TM with complete set: CID, SGOD and OSDS 2. CID 3. SGOD 4. OSDS				
C. Opportunity Registry 1. TM with complete set: CID, SGOD and OSDS 2. CID 3. SGOD 4. OSDS				
D. List of Relevant Interested Parties 1. TM with complete set: CID, SGOD and OSDS 2. CID 3. SGOD 4. OSDS				
E. OPCRF/IPCRF (c/o HRDS) 1. TM 2. CID 3. SGOD 4. OSDS				
References: DepEd Memorandum DM-OUHROD-2025-0922 DepEd Memorandum DM-OURHOD-2025-1039 DepEd Memorandum-DM-OUHROD-2024-0586				

II. Operations Manual

Indicator	Started	Ongoing	Updated	Remarks
A. Title Page				
B. Introduction				
C. Organizational structure, Office Functions, and Job Summary				
D. Legal Bases and References				
E. Definition of Terms				
F. Quality Control Plans				
G. Forms and Templates				

III. NQMS Teams

Reference: DepEd Order No. 009, s. 2021 titled Institutionalization of Quality Management System in the Department of Education (Pages 10 to 12)

Indicator	Existing	Not Existing	MOVs	Remarks
A. Quality Management Representative (with appointment letter from TM)				
B. QMS Secretariat (with appointment letter)				
C. Internal Quality Audit Team (Lead IQA and members with appointment letter)				
D. Risk Management Team (Lead RMT and members with appointment letter)				
E. Knowledge Management Team (Lead KMT and members with appointment letter)				
F. Training and Advocacy Team (Lead TAT and members with appointment letter)				
G. Quality Workplace Team (Lead QWT and members with appointment letter)				

IV. Alignment of Processes – Quality Control Plan (QCP)

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Implemented	Not-implemented	Remarks
A. Management Processes				
1. Plan Formulation				
a. Strategic Planning	DEXECOM with Division Planning Team			
b. Medium Term Planning	DEXECOM with Division Planning Team			
c. Operational Planning	DEXECOM with Division Planning Team including Program coordinators/implementers/owners			
2. Policy Development				
a. Policy Implementation	DEXECOM Functional Divisions			
b. Policy Review	DEXECOM Functional Divisions			
3. Performance Monitoring & Evaluation				
a. Management Meetings: EXECOM	DEXECOM			
b. Management Meetings: MANCOM	Division MANCOM			
c. Management Meetings: Management Review	Top Management, Functional Division Chiefs, and QMS Core Team Leads			
d. Program/Project Implementation Review	DEXECOM with Division Planning Team including Program coordinators/implementers/owners			
e. Office and Staff Performance Monitoring and Appraisal	DEXECOM Performance Management Team			
f. Education Statistics Monitoring	SGOD			
g. Monitoring of Citizen/Client Satisfaction Survey	OSDS/Administrative Office			
4. Learning Delivery Management and Development				
a. Instructional Supervision and Management	CID			
5. Learning Resource Management and Development				
a. Development of Contextualized Learning Resources	CID			
b. Management of Quality Assurance of LR/Contextualized LR	CID			

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Implemented	Not- implemented	Remarks
6. Education Assessment and Research				
a. Design and Development of Assessment Framework, Programs, and Tools/Instruments	CID SGOD-SMME			
b. Assessment Operation	CID SGOD-SMME			
c. Data Analysis and Interpretation	CID			
d. Conduct of Research	CID			
e. Utilization of Research Data and Information	CID			
7. Learning/Professional Development and Management for Teachers and School Leaders				
a. Design and Development of Learning/PD Standards and programs/courses	SGOD			
b. Management of Learning/PD Programs	SGOD			
c. Quality Assurance of Learning/PD Programs	SGOD			
d. M&E of Learning/PD Program	SGOD CID			
e. Conduct of Research				
f. Utilization of Research Data and Information	CID			
B. Support Processes				
1. Asset Management				
a. Acquisition of tangible and intangible assets	Property and Supply Unit			
b. Asset Disposition	Property and Supply Unit			
c. Asset Utilization and Inventory	Property and Supply Unit			
2. Data Information Management				
a. Data Dissemination	SGOD – Planning & Research Section			
b. Data Management	SGOD – Planning & Research Section			
c. Management of Information System	SGOD – Planning & Research Section			
3. Disaster Risk Reduction and Management				
a. Contingency Planning, Formulation and Enhancement	SGOD – Social Mobilization and Networking			

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Implemented	Not-implemented	Remarks
b. IEC and Advocacy for Resilience	SGOD – Social Mobilization and Networking			
c. Learning Continuity and Resilience Interventions	SGOD – Social Mobilization and Networking			
d. Monitoring and Evaluation of Comprehensive School Safety (CSS)	SGOD – Social Mobilization and Networking			
e. Partnership for Strengthening Resilience	SGOD – Social Mobilization and Networking			
f. Resilience Education	SGOD – Social Mobilization and Networking			
4. External Partnership Management				
a. Commemorative and other related events management	SGOD – Social Mobilization and Networking			
b. Partnership and Development Management	SGOD – Social Mobilization and Networking			
5. Financial Management (Budget, Accounting, Cash and employee accounts management)				
a. Budget Accountability Reporting	Budget Unit			
b. Budget Preparation and Approval	Budget Unit Planning & Research Section			
c. Budget Processing and Execution Collection and Deposits	Budget Unit Planning & Research Section Cash Units Administrative Unit			
d. Control of Accountable Forms	Cash Units Administrative Unit			
e. Disbursement	Cash Units Administrative Unit			
f. Financial Accountability and Recording	Accounting Unit			
g. Maintenance and Closure of Bank Accounts	Cash Units Administrative Unit			
h. Monitoring and Recording of Financial Transaction	Accounting Unit			
i. Pre-audit and Disbursement	Accounting Unit			
j. Preparation of ACIC/SLIAE	Cash Units Administrative Unit			
k. Provident Fund Management	Accounting Unit			
l. Systems Improvement and Administrative Service (EFRs)	Accounting Unit			

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Implemented	Not-implemented	Remarks
6. General Services Management				
a. Clinic Management	SGOD – School Health Section			
b. Facilities Maintenance	Administrative Unit			
c. Housekeeping and ground maintenance	Administrative Unit			
d. Security Services	Administrative Unit			
e. Transportation Service and Vehicle Maintenance	Administrative Unit			
7. Human Resource Management and Development				
a. Compensation and Benefits	Personnel Unit Finance Unit			
b. Employee Relations	Personnel Unit			
c. Employee's Welfare	SGOD – Human Resource Development Section			
d. Leave Management	Personnel Unit			
e. Personnel Inventory	Personnel Unit			
f. Personnel Performance Management	SGOD – Human Resource Development Section Personnel Unit			
g. Personnel Records Management	Personnel Unit			
h. Professional Development/Learning and Development	SGOD – Human Resource Development Section			
i. Recruitment, Selection, Placement, and Induction	Personnel Unit SGOD – Human Resource Development Section			
j. Rewards and Recognition	SGOD – Human Resource Development Section			
8. Organizational Development				
a. Organization Management (SBM, SGC)	SGOD			
9. ICT Management				
a. Management of ICT solutions	ICT Unit			
b. Management of Technology Infrastructure	ICT Unit			
c. User Support/Help Desk	ICT Unit			
10. Infrastructure Management				
a. Evaluation/assessment of construction, repair, rehabilitation, and maintenance of education facilities	SGOD- Education Facilities section			

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Implemented	Not- implemented	Remarks
b. Inspection/validation of accomplishment of BEFF projects	SGOD- Education Facilities section			
c. Management of construction, repair, rehabilitation, and maintenance of education facilities	SGOD- Education Facilities section			
11. Learner Support Management (health, sports, and youth formation)				
a. Program Management	SGOD			
12. Legal Management				
a. Assistance to the Office of the Solicitor General in pending cases involving DepEd	SDS			
b. Development and Implementation of DepEd Child Protection Programs	Legal Unit or Legal Officer Designate SGOD			
c. 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			
d. Legal review of proposed DepEd policies/issuances, agreements, and other legal documents	Legal Unit or Legal Officer Designate			
e. Sites Titling and oversight of DepEd school sites	SDS Legal Unit or Legal Officer Designate SGOD			
13. Private Education Regulations and Development				
a. Evaluation of applications for the Grant of Permits to Operate and Recognitions	SGOD			
b. Evaluation of Applications of Special Orders of Private Schools/TVI/Non-DepEd Public Schools	SGOD			

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Implemented	Not-implemented	Remarks
c. Endorsement of notice of voluntary (temporary/permanent) private closure Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools	SGOD SGOD			
14. Procurement Management				
a. Bidding Processes	OSDS			
b. Contract Implementation	End-User			
c. Contract Monitoring	OSDS			
d. Procurement Planning	OSDS			
15. Project Management				
a. Coordination and Linkages (TA Nexus Implementation)	SGOD			
a. Project Implementation Management (Regular TA)	SGOD			
16. Public Affairs Management				
a. Information Management and Dissemination	Designated Divisional Information Officer			
b. Materials Production	Designated Divisional Information Officer			
c. Media Relations	Designated Divisional Information Officer			
d. Public Relations and Assistance	Designated Divisional Information Officer OSDS – Legal Unit			
e. Publication of Issuances	Records Unit			
17. Records Management				
a. Access, disclosure, and issuance of documents	Records Unit			
b. Handling of Incoming Documents	Records Unit			
c. Handling of Outgoing Documents	Records Unit			
d. Records Disposition	Records Unit			
e. Records Inventory	Records Unit			
18. Research Management				
a. Call for Proposal and Proposal Evaluation	SGOD – Planning and Research Section			

PROCESS/SUB-PROCESS/RESPONSIBLE OFFICES		Implemented	Not-implemented	Remarks
b. Implementation and Monitoring	SGOD – Planning and Research Section			
c. Dissemination of research results	SGOD – Planning and Research Section			
d. Archiving	SGOD – Planning and Research Section			

C. Training/Seminars/Workshops Attended/conducted on NQMS			
Titles of Training/Seminars/Workshops	Date (s)	Conducted by (Agency/Organization)	Venue

D. Conclusions	
Strong Points	Developmental Needs