

Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

19 May 2026

OFFICE MEMORANDUM
No. 01 s. 2026

**1-DAY QUALITY MANAGEMENT SYSTEM (QMS) WORKSHOP
2-AND SUBMISSION OF PLANNING DOCUMENTS**

To: Asst. Schools Division Superintendent
Quality Management Representative (QMR)
Heads of the QMS Teams
Concerned OSDS personnel
Concerned CID personnel
Concerned SGOD personnel

1. To ensure compliance to the QMS processes, all process holders are hereby informed of the **1-Day Quality Management System (QMS) Workshop and Submission of Planning Documents on May 26, 2025, 08:30 AM to 05:00 PM** at the SDO Conference Room. Below is the schedule of activities:

INCLUSIVE TIME	ACTIVITY	IN-CHARGE
08:30 - 09:00 AM	Preliminaries Rationale	Secretariat
09:00 - 12:00 Noon	- Submission of Planning documents (QCP, SWOT, Risk Registry, Opportunity Registry, List of Relevant Interested Parties, DRAF, Forms) to the KMT. - KMT will check completeness of the planning documents and forward the same to the Document Incharge	Process Holders (Enclosure 1) Knowledge Management Team (KMT)
12:00 Noon - 01:00 PM	Lunch Break	
01:00 - 03:00 PM	- Enrolment of Planning documents and Forms - Registration of the External forms	KMT/Document Incharge
03:00 - 05:00 PM	- Printing of 1 set of planning documents - Submit 1 set for approval by the SDS	Process Holders



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2. The prescribed standard format for the planning documents is presented in Enclosure 1 for reference and guidance. All concerned offices/process holders are advised to use the prescribed format in the preparation and submission of their respective planning documents to ensure consistency, completeness, and uniformity of entries.

3. The list of core and support processes is indicated in Enclosure 2. The respective process holders are expected to prepare and submit the corresponding expected outputs for their assigned processes within the prescribed schedule. Timely submission is encouraged to facilitate proper consolidation, review, and completion of the planning requirements.

4. ICT personnel shall be assigned per division to provide technical assistance during the uploading, enrolment and registration of QMS documents:

OSDS	- Christian P. Daohog
SGOD	- Angelo C. Rodriguez
CID	- Ronn Baron U. Tan-awon

5. Participants are advised to bring their own provisions during the workshop.

6. 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.

7. This Office directs wide dissemination and strict compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As indicated

Reference: None

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

QMS

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Republic of the Philippines
Department of Education

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REGION X

DIVISION OF CAGAYAN DE ORO CITY

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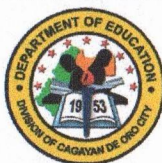
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QUALITY CONTROL PLAN

Effectivity Date: Nov. 03, 2025

Name of the Process: **Management of Information System (Planning and Research Section)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
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			Calibri 10			



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Doc. Ref. Code	OpsManual	Rev	00
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Prepared by:

ROSALIO R. VITORILLO

Chief Education Supervisor - SGOD

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Approved by:

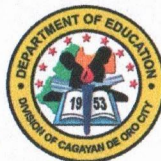
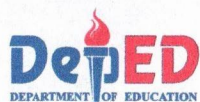
ROY ANGELO E. GAZO

Schools Division Superintendent

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Doc. Ref. Code	PAWIM-F-003	Rev	00
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Enclosure 2. List of Core and Support Processes	
DEXECOM PROCESSES	
Sub-Process (10)	Process Holder/s
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
Policy Implementation	DEXECOM, Functional Divisions
Policy Review	DEXECOM, Functional Divisions
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 Staff Performance Monitoring and Appraisal	DEXECOM, Performance Management Team
CID PROCESSES	
Sub-Process (CID-9)	Process Holder/s
Instructional Supervision and Management	P. Taruc, J. Balsicas, S. Merida
Development of Contextualized Learning Resources	R. Luzano, M. Recamadas
Management of Quality Assurance of LRs/Contextualized LRs	R. Luzano, M. Recamadas
Design and Development of Assessment Frameworks, Programs and Tools/Instruments	C. Baylon, P. Taruc
Assessment Operation	R. Maghuyop, E. Sumanda
Data Analysis and Interpretation	R. Maghuyop, E. Sumanda
Development of Education Research Framework, Design, Procedures and Instruments	M. Ramos, M. Andrade

Conduct of Research	C. Yanez, P. Orangot, A. Felisilda
Utilization of Research Data Information	S. Carciller, J. Eluna, H. Lucman, J. Mingo
Operations Manual	J. Valenzona
SGOD PROCESSES	
Sub-Process (SGOD-43)	Process Holder/s
Education Statistics Monitoring	E. Rollan, R. Megollas
Monitoring of Citizen/Client Satisfaction Survey	J. Gochuco
Design and Development of Learning/ PD Standards and programs/courses	D. Aves, M.C. Galono
Management of Learning/PD Programs	D. Aves, M.C. Galono
Quality Assurance of Learning/PD Programs	E. Rollan
M&E of Learning/PD Program	E. Rollan, A. Radaza
Data Dissemination	R. Megollas
Data Management	R. Megollas
Management of Information System	R. Megollas
Contingency Planning, Formulation and Enhancement	R. Blanco
DRRM Information System and Research	R. Blanco
IEC and Advocacy for Resilience	R. Blanco
Learning Continuity and Resilience Interventions	R. Blanco
Monitoring and Evaluation of Comprehensive School Safety (CSS)	R. Blanco
Partnership for Stengthening Resilience	R. Blanco
Resilience Education	R. Blanco
Commemorative and Other Related Events Management	R. Lumban, A.M. Francisco
Partnership and Development Management	R. Lumban, A.M. Francisco
Clinic Management	M. Meso III
Employee's Welfare	D. Aves, M.C. Galono
Professional Development/Learning and Development	D. Aves, M.C. Galono
Rewards and Recognition	D. Aves, M.C. Galono
Organization Management	R. Megollas
Evaluation/Assessment of Construction, repair, rehabilitation, and Maintenance of Education Facilities	E. Mamaclay II
Inspection/Validation of accomplishment of BEFF projects	E. Mamaclay II

Management of Construction, and Maintenance of Education Facilities	E. Mamaclay II
Program Management: School Health (Clinic Management)	M. Meso III
Program Management: School Sports	J. Taruc
Program Management: Youth Formation	J. Gochuco
Evaluation of Applications for the Grants of Permit to Operate and Recognitions	E. Rollan
Evaluation of Application of Special Orders of Private Schools/TVI/Non- DepEd Public Schools	E. Rollan
Endorsement of Notice of Voluntary (temporary/permanent) private closure	E. Rollan
Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools	E. Rollan
Coordination and Linkages	R. Lumban, A.M. Francisco
Project Implementation Management	E. Rollan
Information Management and Dissemination	J. Gochuco
Materials Production	J. Gochuco
Media Relations	J. Gochuco
Public Relations and Assistance	J. Gochuco
Call for Proposal and Proposal Evaluation	B. Nicolasora
Implementation and Monitoring	B. Nicolasora
Dissemination of reseach results	B. Nicolasora
Archiving	B. Nicolasora
OSDS PROCESSES	
Sub-Process (OSDS-42)	Process Holder/s
Acquisition of tangible and intangible assets	I. Gabule Jr.
Asset Disposition	I. Gabule Jr.
Asset Utilization and Inventory	I. Gabule Jr.
Transportation Service and Vehicle Maintenance	I. Gabule Jr.
Automatic Payroll Deduction System (APDS)	L. Banaag
Budget Accountability Reporting	M. Navaja
Budget Preparation and Approval	M. Navaja
Budget Processing and Execution	M. Navaja
Collection and Deposits	G. Pajayon
Control of Accountable Forms	G. Pajayon

Disbursement	G. Pajayon
Maintenace and Closure of Bank Accounts	G. Pajayon
Financial accountability and Recording	A. Calubag
Monitoring and Recording of financial Transaction	A. Calubag
Pre-audit and Disbursement	A. Calubag
Preparation of ACIC/SLIAE	A. Calubag
Systems Improvement and Administrative Service (EFRs)	A. Calubag
Facilities Maintenance	R. Borres
Housekeeping and Ground Maintenance	R. Borres
Security Services	R. Borres
Compensation and Benefits	A. Torres
Provident Fund Management	A. Torres
Employee Relations	A. Torres
Leave Management	A. Torres
Personnel Inventory	A. Torres
Personnel Performance Management	A. Torres
Personnel Record Management	A. Torres
Recruitment, Selection, Placement, and Induction	A. Torres
Management of ICT Solutions	J. Sijo
Management of Technology Infrastructure	J. Sijo
User Support/Help Desk	J. Sijo
Assistance to the Office of the Solicitor General in pending cases involving DepEd	L. Del Puerto
Development and Implementation of DepEd Child Protection Programs	L. Del Puerto
Evaluation, Investigation, review, and/or Resolution of Complaints/cases of DepEd Officials, Teaching and Non-teaching Personnel	L. Del Puerto
Legal Review of Proposed DepEd policies/issuance, agreements, and Recognitions	L. Del Puerto
Site Titling and Oversight of DepEd School Sites	L. Del Puerto
Publication of Issuances	K. Murillo
Access, disclosure, and issuance of documents	K. Murillo
Handling of Incoming Documents	K. Murillo

Handling of Outgoing Documents	K. Murillo
Records Disposition	K. Murillo
Records Inventory	K. Murillo

Operational Planning