



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

04 Aug 2023

DIVISION MEMORANDUM

No. 435 s. 2023

**PREPARATION OF FORMS AND TEMPLATES
BASED ON PAWIM OF NQMS**

To: Chief Education Supervisor, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors and District In-Charge
All School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. As part of our commitment to implementing a Quality Management System (QMS) in accordance with **DepEd Order No. 09, s. 2021**, titled "**Guidelines on the Institutionalization of a Quality Management System in the Department of Education**" which aims to institutionalize a QMS that will streamline processes, enhance efficiency, and ensure quality service delivery in the Department of Education, all processes, documents, and forms used in the QMS implementation are required to follow the standards set by the Procedures and Work Instruction Manual (PAWIM) of the National Quality Management System.
2. To achieve a standardized and harmonized implementation of the QMS across all governance levels within the Division, all Teaching and Non-Teaching staff within the Division are instructed to strictly adhere to the templates and formats specified in **DepEd Memorandum 014, s. 2022** in the conduct of official meetings and conferences to standardize and harmonize the implementation of QMS in the Department, ensuring a One DepEd, One QMS that is relevant and applicable at all governance levels.
3. Attached herein is Regional Memorandum No. 370, s. 2023 with sample templates of Notice of Meeting and Minutes of Management Meeting, which are found in the abovementioned memorandum.





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

4. For information and appropriate action, these documents can be accessed through this link at **bit.ly/DepEdNQMS**.
5. Wide dissemination of this memorandum is enjoined.

For the Schools Division Superintendent

ERLINDA G. DAEL, CESE
Assistant Schools Division Superintendent

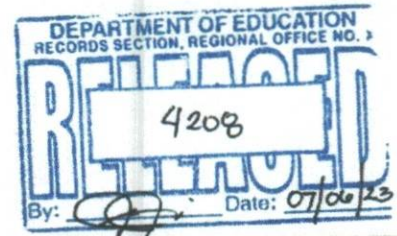
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



July 5, 2023

REGIONAL MEMORANDUM
No. 0870, s. 2023

PREPARATION OF FORMS AND TEMPLATES
BASED ON PAWIM OF NQMS

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Pursuant to **DepEd Order No. 09, s. 2021** titled **Guidelines on the Institutionalization of a Quality Management System (QMS) in the Department of Education**, which ensures all processes, documents, and forms used in the implementation of the QMS are standardized, the preparation of forms and templates shall be based on Procedures and Work Instruction Manual (PAWIM) of National Quality Management System.
2. Hence, all shall follow strictly the required templates and formats found under **DepEd Memorandum 014, s. 2022** in the conduct of official meetings and conferences to standardize and harmonize the implementation of QMS in the Department, ensuring a One DepEd, One QMS that is relevant and applicable at all governance levels.
3. The DepEd QMS Manual articulates the DepEd Profile, its systems and processes, and its commitment to provide quality basic education service, whereas the PAWIM stipulates the procedures on the DepEd QMS implementation.
4. Attached are sample templates of Notice of Meeting and Minutes of Management Meeting, which are found in the abovementioned Memorandum.
5. For information and appropriate action, these documents can be accessed through this link at **bit.ly/DepEdNQMS**.
6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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

NQMS FORMS TEMPLATES

HRDD/NEAP/reno



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Republic of the Philippines
Department of Education
NAME OF STRAND/REGION/SDO/SCHOOL

DD Mon YYYY

OFFICE MEMORANDUM
OO-AAA-20YY-000

NOTICE OF MANAGEMENT MEETING

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
All others concerned

- 1.
- 2.
- 3.
- 4.
- 5.

NAME and SIGNATURE
Position

OM/ABC



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Republic of the Philippines
Department of Education
 NAME OF STRAND/REGION/SDO/SCHOOL

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

Date _____
 Venue _____

A. ATTENDANCE

	NAME	POSITION		NAME	POSITION
1.					
2.					
3.					
4.					
5.					
6.					

B. MINUTES

- I. Introduction
- II. Review and approval of the previous minutes
- III. Discussion Proper

AGENDA	DISCUSSION	AGREEMENTS
Status of actions from previous management committee meeting (9.3.2 a)		
Status of Planning Documents		



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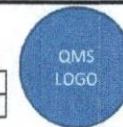


AGENDA	DISCUSSION	AGREEMENTS
SWOT Risk Registry Opportunity Registry (9.3.2 b)		
Customer satisfaction and feedback (9.3.2 c1)		
Status of OPCR (9.3.2 c2)		
Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3)		
Status of nonconformities and Request for Actions (9.3.2 c4)		
Monitoring and measurement results - Updates on the improvement on Operations Manuals; MEA-PIR (9.3.2 c3 & 5)		
Internal Quality Audit results and COA Findings (if applicable) (9.3.2 c6)		
Performance of external providers (9.3.2 c7)		
Adequacy of resources (9.3.2 d)		
Risk Monitoring & Review results (9.3.2 e)		
Opportunities for Improvement (9.3.2 f)		



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IV. Management Review Outputs / Agreements

Opportunities for improvement (9.3.3 a)	Any need for changes to DepEd QMS (9.3.3 b)	Resource needs (9.3.3 c)

V. Other matters

C. CLOSING:

The meeting was adjourned at _____.

Prepared by:

Recommending Approval:

Lead Secretariat

Quality Management Representative

Approved:

National: Secretary
Region: Regional Director
Division: School Division Superintendent
Schools: School Head



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