



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

September 2, 2025

OFFICE MEMORANDUM

No. 61, s. 2025

To: Assistant Schools Division Superintendent
 Division Chiefs
 Section/Unit Heads
 All SDO-Proper Personnel

**DAILY MONITORING ON THE COMPLIANCE OF THE QUALITY
 WORKPLACE STANDARD HANDBOOK (QuaWSH) OF SDO VIGAN CITY**

1. The Schools Division Office of Vigan City is dedicated to fostering a quality workplace environment for all employees in line with the DepEd Order No. 9, s. 2021, re: Institutionalization of a Quality Management System (QMS) in DepEd.
2. With this commitment, the Quality Workplace Standard Handbook (QuaWSH) has been developed to provide employees with a comprehensive guide for maintaining a positive and productive work in the office.
3. To institutionalize and for strict compliance on the guidelines and policies regarding workplace standards in the SDO, the Quality Workplace Team (QWT) shall conduct a daily monitoring audit in the workplace.
4. Immediate dissemination with this memorandum is directed.


VILMA D. EDA, CESO V
 Schools Division Superintendent



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