



2023-990

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

Office of the Schools Division Superintendent

12 MAR 2026

**DIVISION MEMORANDUM**

No. 206, s.2026

**REITERATION OF DIVISION MEMORANDUM NO. 154, S. 2024: INTERNAL GUIDELINES ON THE PROCEDURE OF CREATION OR REVISION OF FORMS & TEMPLATES, QUALITY CONTROL PLAN, AND OPERATIONS MANUAL**

To: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Section/Unit Heads  
All Others Concerned

1. The Department of Education through **DepEd Order No. 009, s. 2021** titled "*Institutionalization of Quality Management System*" provides guidelines on the consistent, effective, and efficient delivery of basic education services across all levels of governance.
2. Furthermore, **Division Memorandum No. 171, s. 2026** or the "*Reconstitution of the Composition of Quality Management System Structure*" stipulates that members are expected to closely observe the processes and guidelines set in **DepEd Order No. 9, s. 2021**.
3. In line with these, this Office **reiterates Division Memorandum No. 154, s. 2024** entitled "*Internal Guidelines on the Procedure of Creation or Revision of Forms & Templates, Quality Control Plan, and Operations Manual*" to ensure that the requirements for updating, maintaining, and retaining documented information are properly established and implemented.
4. All concerned personnel and process holders are reminded to strictly follow the prescribed procedures in the creation, revision, and registration of forms, templates, and other documented information related to the **Quality Management System (QMS)**.
5. Preformatted documents may still be accessed and downloaded through the following link: **tinyurl.com/KMTDownloads**.
6. Strict compliance and wide dissemination of this memorandum is desired.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
12 MAR 2026  
RELEASED  
BY: *[Signature]*

*[Signature]*  
**VILMA D. EDA, CESO V,**  
Schools Division Superintendent

