



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

SPS

Office of the Schools Division Superintendent

02 SEP 2026

OFFICE ORDERNo. 390, s. 2026

**SUBMISSION OF OPERATIONS MANUAL, PLANNING DOCUMENTS,
 AND OTHER QMS DOCUMENTS BY FUNCTIONAL DIVISION**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (CID & SGOD)
 Section/Unit Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2021, titled *Institutionalization of a Quality Management System in the Department of Education*, and DepEd Memorandum No. 14, s. 2022, titled *DepEd QMS Manual and Procedures and Work Instructions Manual*, all Functional Divisions are hereby directed to submit their respective Operations Manuals and planning documents for review and approval by Top Management.

2. The submission details for the following QMS documents are provided below:

QMS Documents	Deadline of Submission	Other Details
<i>Operations Manual</i>	September 8, 2026	by functional division
<i>Planning Documents</i> A. PAWIM-F-003– SWOT Analysis B. PAWIM-F-004– Risk Registry C. PAWIM-F-005– Opportunity Registry D. Office Performance and Commitment Review Form (OPCRF) E. List of Relevant Interested Parties		Prior to submission, the planning documents identified as Items A, B, and C may be forwarded to the Risk Management Team (RMT) for review and technical assistance, as necessary.

3. Upon approval, the original copy or master file of the Operations Manual shall be forwarded to the Knowledge Management Team (KMT) for proper safekeeping and control. Each Functional Division shall retain one (1) photocopy of the approved Operations Manual for reference.

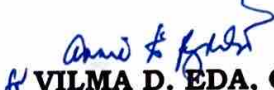
4. The duly signed SWOT Analysis, Risk Registry, and Opportunity Registry shall be forwarded to the RMT for consolidation. Upon approval, the consolidated documents shall be forwarded to the KMT for proper documentation and document control.





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5. All internal forms shall likewise be submitted to the KMT for document review and approval through the Document Review and Approval Form (DRAF) and for appropriate document coding. External forms shall be submitted to the KMT for review and inclusion in the Document Master List.
6. The templates and prescribed QMS branding may be accessed through the following link: <https://tinyurl.com/SDOVC-QMSTemplate>.
7. Strict compliance with this Memorandum is enjoined to ensure the timely review, approval, and implementation of the Division's Quality Management System.


VILMA D. EDA, CESO V
Schools Division Superintendent

