



Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



05 May 2026

DIVISION MEMORANDUM

No. 0412 s. 2026

ADOPTION OF STANDARDIZED ONE QMS FORMS FOR ALL TRANSACTIONS AND DOCUMENTED INFORMATION

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Office of the Schools Division Superintendent (OSDS)
Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
Knowledge Management Team (KMT)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the continuous improvement and strengthening of the Quality Management System (QMS) implementation in the Schools Division Office of Quezon Province, this Office announces the official implementation of the One QMS, including the adoption and use of the approved One QMS documents, including the PAWIM Procedures, Matrix, Forms and SDO Quezon Operations Manual, Quality Control Plans, Masterlist of Quality Control Plans, Document Masterlist, and the prescribed forms, effective **May 18, 2026**.
2. In preparation for its full implementation, all concerned SDO and field offices and personnel are advised to familiarize themselves with the prescribed One QMS documents and forms. During the transition period prior to the effectivity date, both the old and new forms may be utilized and accepted for processing.
3. However, **beginning May 18, 2026**, only the prescribed One QMS forms from the Central, Region and Division Office shall be accepted in all transactions and documented information. Documents submitted using incorrect or outdated forms beyond the effectivity date shall be returned for correction and compliance.
4. All concerned may access and review all One QMS documents through the official link provided in the table using the official deped email:

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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ONE QMS DOCUMENT	LINK	ACCESS
PAWIM Procedures	tinyurl.com/quezonkmpawimprocedures	SDO and Field Personnel
PAWIM Matrix	tinyurl.com/quezonkmpawimmatrix	SDO and Field Personnel
PAWIM Forms	tinyurl.com/quezonkmpawimforms	SDO and Field Personnel
Region IV-A SDO General Forms	tinyurl.com/quezonkmtregionalforms	SDO and Field Personnel
SDO Quezon Operations Manual	tinyurl.com/quezonkmtoperationsmanual	SDO Personnel
SDO Quezon Quality Control Plans	tinyurl.com/quezonkmtqualitycontrolplans	SDO Personnel
SDO Quezon Document Masterlist	tinyurl.com/quezonkmtmasterlist	SDO and Field Personnel
SDO Quezon Standardized One QMS Forms	tinyurl.com/quezonkmtforms	SDO and Field Personnel

5. Likewise, feedback, comments, and concerns regarding the new forms and related QMS documents may be reported through the following feedback mechanism:

tinyurl.com/quezonkmttemplatefeedback

6. Immediate dissemination of and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

kmtjob05/05/2026

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