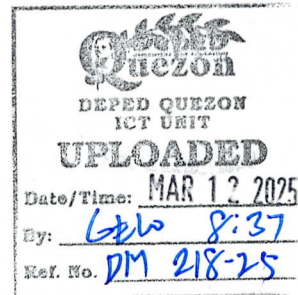




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



10 March 2025

**DIVISION MEMORANDUM**  
**DM No. 218, s. 2025**

**REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO PROCESSES**

To: Assistant Schools Division Superintendents  
 Division Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors

1. The Schools Division of Quezon, in its desire to continuously improve its program and services, will hold a **REORIENTATION ON ONE DEPED ONE QMS cum CASCADING OF SDO PROCESSES** on March 25-26, 2025 at M.I. Sevilla's Resort Brgy. Domoit Lucena City.
2. The activity shall be participated by all SDO personnel including the Public Schools District Supervisors.
3. All Section/Unit/Office Heads in the Schools Division Office shall present the salient points of their **REGISTERED PROCESSES** to be prepared by the Knowledge Management Team (KMT). Please see Enclosure No. 1 for the schedule and flow of presentation.
4. Immediate dissemination of this Memorandum is earnestly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

sgodurd/03/10/2025  
 DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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**Enclosur No. 1**

**FLOW OF THE REORIENTATION ON ONE DEPED ONE QMS CUM CASCADING OF PROCESSES**

**DAY 1: March 25, 2025**

8:00-8:30	PRELIMINARIES-AVPS
Suggested Time Allotment	TOPIC
8:30-12:00 – 3 hrs & 30 minutes	Reorientation On ISO Awareness
12:00-1:00	LUNCH
1:00-1:30- 30 minutes	ASDS Processes
1:30-2:00 – 30 minutes	Accounting Section Processes
2:00-2:30 – 30 minutes	Administrative/General Services Processes
2:30-2:50 – 20minutes	Budget Section Processes
2:50-3:05 – 15 minutes	PM BREAK
3:05-3:30- 35 minutes	Cash Section
3:30-4:00- 30 minutes	Supply Section
4:00-4:30- 30 minutes	QMS Teams (KMT & TAT)
4:30-5:00- 30 minutes	QMSTeams (RMT & QWT)

**DAY 2: March 26, 2025**

8:00-8:30	PRELIMINARIES-AVP
8:30-9:45 – 75 minutes	CID Processes
9:45-10:00 -15 minutes	AM BREAK

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10:00-10:20- 20 minutes	ICT Processes
10:20-11:00 – 40 minutes	Record Section Processes
11:00-11:20 -20 minutes	Legal Section Processes
11:20-11:35 – 15 minutes	Health
11:35- 12:00 25 minutes	QMS Teams (RMT & IQA)
12:00-1:00	Lunch Break
1:00-1:30- 30 minutes	Personnel Section Processes
1:30-2:00 - 30 minutes	Planning and Research Section Processes
2:00-2:30 – 30 minutes	Education Facilities Section Processes
2:30-3:00 – 30 minutes	Social Mobilization and Networking Processes/DRRM
3:00-3:25 – 25 minutes	HRD Section Processes
3:20-3:30 - 10 minutes	YFS
3:30-4:00- 30 minutes	SME Section Processes
4:00-4:30- 30 minutes	QMR

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