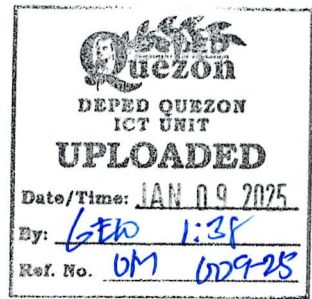




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
 OM No. 009, s. 2025

07 January 2025

**FINALIZATION OF ONE QMS QUALITY CONTROL PLANS**

**To** Assistant Schools Division Superintendents  
 Division Chief (CID and SGOD)  
 Section Heads  
 Knowledge Management Team  
 All Others Concerned

In support of SDO Quezon’s compliance with DepED Order No. 9, s. 2021 on the Institutionalization of a Quality Management System (QMS) in the Department of Education, this Office through the Quality Management committee - Knowledge Management Team (QMC-KMT) will conduct one-on-one finalization of the quality control plans (QCPs) and its templates with its process owners and KMT members on January 13-17, 2025.

The process owners and KMT members shall review each process in the QCPs including the templates prior to the activity as mentioned above.

All concerned are expected to be available on their scheduled date as stated in Eclosure 1. If not, there shall be a replacement who is familiar with the process and can decide independently. The date and time may be adjusted depending on the pacing/progress of the scheduled unit/section. Likewise, they are also advised to bring their quality-assured QCPs and official templates to be used in hard and soft copies.

Strict compliance of this Memorandum is desired.

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

kmtjob01/07/2025

DEPEDQUEZON-TM-SDS-04-010-005



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Enclosure 1 to Office Memorandum No. 009, s. 2025

**FINALIZATION OF QUALITY CONTROL PLAN'S SCHEDULE**

Unit/Section	No. of QCPs	Date	Time
Legal	5	January 13, 2025	8:15-9:30
ICT	3		9:30-10:15
Budget	3		10:15-11:00
Accounting	5		11:00-12:15
Cash	5		1:00-2:15
Personnel	6		2:15-3:45
Procurement	4		3:45-4:45
Records	6	January 14, 2025	8:15-9:45
Supply	3		9:45-10:30
GSS	4		10:30-11:30
EFS	3		11:30-12:15
HRD	7		1:00-2:45
PAR	8		2:45-4:45
SHS	2		January 15, 2025
YFS	2	8:45-9:15	
SMME	7	9:15-11:00	
SMN	3	11:00-11:45	
DRRM	8	1:00-3:00	
DIO	4	3:00-4:00	
TM	9	January 16, 2025	
CID-IMS	7		10:30-12:00
CID-LRM/ HUB	2		1:00-1:30
OSDS Quality Manual	1		1:30-2:30
SGOD Quality Manual	1		2:30-3:30
CID Quality Manual	1		3:30-4:40
KMT Lead & Alternate Finalization		January 17, 2025	8:15-4:45
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