



Republic of the Philippines
Department of Education

Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Quezon
 DEPED QUEZON
 ICT UNIT
UPLOADED
 Date/Time: FEB 06 2024
 By: *Crivell g. 572 pm*
 Ref. No. *OM 000 p 2024*

05 February 2024

OFFICE MEMORANDUM
 OM No. 057, s. 2024

**HARMONIZATION AND ALIGNMENT OF ACTIVE LEVEL 4 DOCUMENTS
 IN PREPARATION FOR THE ONE QMS**

To : Assistant Schools Division Superintendent
 Quality Management Representative
 Process Owners
 Knowledge Management Team
 All others concerned

In preparation for the registration of Forms and Templates, the Knowledge Management Team Lead has prepared the list of active documents per Functional Division/Unit/Section following the sample table below. All process owners and knowledge management team members are advised to validate the list by encoding the status under remarks column, and continuing to the next column if for renaming.

No.	Functional Division	Unit	Document Code	Title	REMARKS (Active/ Additional/ For Renaming/ For Deletion)	If for renaming, indicate the new title here
1	QMC	KMT	DEPEDQUEZON-QMC-DCC-04-001-002	MASTERLIST OF ISO-RELATED DOCUMENTS	For Renaming	Division Masterlist
2	QMC	KMT	DEPEDQUEZON-QMC-DCC-04-002-002	DAILY TRANSACTION RECORD	Active	
3	QMC	KMT	DEPEDQUEZON-QMC-DCC-04-003-001	MASTERLIST OF OBSOLETE/ DELETED ISO RELATED DOCUMENTS	For Deletion	

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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The list can be downloaded thru tinyurl.com/quezononeqms harmonization.
Accomplished report shall also be submitted thru this link on or before **February 9, 2024**.

For information and strict compliance of all concerned.



ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 


kmjob/020524

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