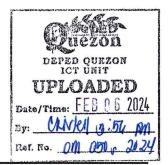


Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 February 2024

OFFICE MEMORANDUM OM No. 100, 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-	MASTERLIST OF	For	Division
			QMC-DCC-04-	ISO-RELATED	Renaming	Masterlist
			001-002	DOCUMENTS		
2	QMC	KMT	DEPEDQUEZON-	DAILY	Active	
			QMC-DCC-04-	TRANSACTION		
			002-002	RECORD		
3	QMC	KMT		MASTERLIST OF	For Deletion	
			DEPEDQUEZON-	OBSOLETE/		
			QMC-DCC-04-	DELETED ISO		
			003-001	RELATED		
				DOCUMENTS		

DEPEDQUEZON-TM-SDS-04-010-005



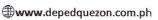






Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321









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The list can be downloaded thru **tinyurl.com/quezononeqmsharmonization**. 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

kmtjob/020524 DEPEDQUEZON-TM-SDS-04-010-005













