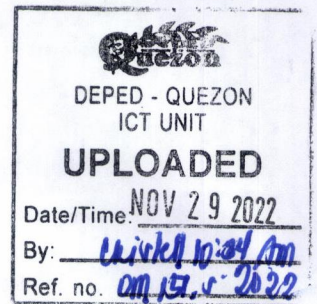




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 57, s. 2022

28 November 2022

**ACTION PLANNING AND SUBMISSION OF ACTION PLAN FOR CALENDAR YEAR 2023
OF QUALITY MANAGEMENT SYSTEM (QMS) TEAMS**


To : QMS Team Leaders
Members of the QMS Teams

As stipulated in the Department Memorandum No. 78, s. 2021, the target schedule for **One ISO 9001:2015 QMS Certification of the Schools Division Office** is in **2023**. In preparation for this very important activity of our Division, you are enjoined to prepare and submit to the **Top Management copy furnished the QMR** your QMS Team's **Action Plan for Calendar Year 2023** not later than **December 12, 2022**.

Please take DepEd Order No. 009, s. 2021 (INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION) as your reference in the preparation of your team's action plan.

Likewise, adoption of LEVEL 2 documents found in the **Procedures and Work Instructions Manual** (PAWIM) prepared by the Central Office should be registered not later than December 9, 2022 at the **Document Control Center** (DCC) under the supervision of EPS Jee-Ann O. Borines, Knowledge Management Team (KMT) Leader.

Immediate action on this Office Memorandum is desired.


ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

qmr-jaml11/28/22

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