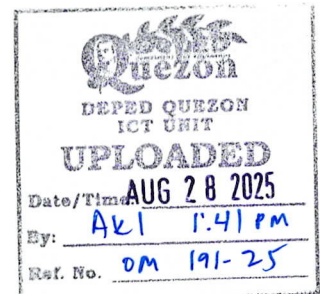




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



28 August 2025

**OFFICE MEMORANDUM**

OM No. 141, s. 2025

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR DIVISION PERSONNEL  
PORTFOLIO**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Quality Management Teams  
All Others Concerned

Pursuant to DepEd Order No. 009, s. 2021 titled *Institutionalization of a Quality Management System (QMS) in the Department of Education*, and in line with the implementation of the One DepEd, One QMS, this Office directs all Division personnel to ensure the organization and maintenance of their respective portfolios for purposes of documentation, personnel verification, and compliance with QMS requirements.

All personnel are advised to include the following updated documents in their portfolio:

- a. Updated Personal Data Sheet (PDS)
- b. Appointment/Designation (original or photocopy)
- c. Service Records
- d. Copy of License/CSC Eligibility
- e. Certificates of Training and Seminars (2016 onward, including ISO-related trainings)
- f. Copy of Job Description/Duties and Responsibilities

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
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For uniformity and easy identification, all concerned are instructed to observe the following color of clear book by office:

- TM – Orange
- OSDS – Green
- SGOD – Red
- CID – Blue

The Division Chiefs and Section/Unit Heads are instructed to monitor the completeness and proper organization of the documents of their respective personnel. Submission and updating of these documents shall be conducted regularly to ensure readiness for QMS audits, and other official purposes.

Immediate dissemination of this Memorandum is desired.

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

  
**JOE P. F. FALQUEZA**  
Assistant Schools Division  
Superintendent

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