



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

UNNUMBERED MEMORANDUM

TO: OIC- Assistant Schools Division Superintendents
Division Chiefs / Section Heads
All Others Concerned

FROM: **ELIAS A. ALICAYA, JR., EdD**
Assistant Schools Division Superintendent
Officer in-charge
Office of the Schools Division Superintendent

SUBJECT: **Updating of Document Flow**

DATE: January 28, 2021

Clause 10 of ISO 9001:2015 standards stated that the organization shall determine and select opportunities for improvement and implement any necessary actions to meet customer requirements and enhance customer satisfaction. These shall include improving services to meet requirements as well as to address future needs and expectations; correcting, preventing or reducing undesired effects; and lastly, improving the performance and effectiveness of quality management system.

As part of the continuous effort of our agency to improve the delivery of our services through the establishment of satellite offices, this office would like to inform everyone to update and streamline the document flow of regularly submitted documents in our agency. This aims to guide our people in the satellite offices to be properly guided on the standard process of the Division Office. Clear direction and smooth flow of documents will help our people to effectively and efficiently deliver our support services that will enhance customer satisfaction.

Please update document flow on the following link hereunder **on or before February 26, 2021** (Friday). Please see attached file for the sample.

<https://tinyurl.com/DocFlow2021-OSDS>

<https://tinyurl.com/DocFlow2021-CID>

<https://tinyurl.com/DocFlow2021-SGOD>

Immediate dissemination of this memorandum is hereby desired.

recsop01/28/2021

DEPEDQUEZON-TM-SDS-04-010-003


ICT UNIT
UPLOADED
Date/Time: 01/29/2021 3:02pm
By: Rommel
Ref No.: UM 021, S. 2021



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SAMPLE ENTRY

DEPED QUEZON UPDATED DOCUMENT FLOW (2021)

Unit/Section	Document Title	List of Requirements - <small>Please specify if the checklist is already provided in anyurl (put N/A, if not applicable)</small>	Action Office No. 1	Action Office No. 2	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6
Records	Certification, Authentication, and Verification (CAV)	<ul style="list-style-type: none"> Letter of Request 	Records Section verifies the appropriate ASR and prepares certification	Admin Unit through AO V, signs certifications	Records Section releases signed certification	N/A	N/A	N/A	N/A

You may add other documents regularly submitted to your office