



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

November 29, 2022

**REGIONAL MEMORANDUM**

No. **1341**, s. 2022

**FINAL VETTING OR APPROVAL OF THE REVISED DEPED QUALITY  
 MANAGEMENT SYSTEM (QMS) MANUAL AND PROCEDURES  
 AND WORK INSTRUCTIONS MANUAL (PAWIM)**

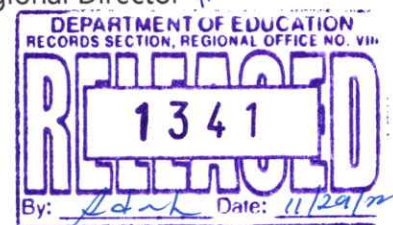
To: Assistant Regional Director  
 Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 Regional and Division Quality Management Representatives  
 Regional and Division QMS Teams' Chairpersons and Secretariat  
 All Others Concerned

- Attached is DepEd Memorandum DM-OUHROD-2022-0449 regarding the **Final Vetting or Approval of the Revised DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM)**. All concerned regional and division personnel shall review the said Revised DepEd QMS Manual and PAWIM through the link: [bit.ly/DepEd-wideManuals](http://bit.ly/DepEd-wideManuals) using the attached template to be used in the vetting. The accomplished template shall be signed/approved by the Regional Director and Schools Division Superintendents and submitted to [nqmssupport@deped.gov.ph](mailto:nqmssupport@deped.gov.ph) on or before December 7, 2022 with the email subject: RO 8 or SDO Name – Vetted DepEd-wide Manuals.
- Refer to the said Memorandum for more information relative to the activity.
- Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**

Regional Director

Enclosure: As stated  
 Reference: As stated  
 To be indicated in the Perpetual Index under the following subjects:  
                   QMS                   PAWIM                   MANUAL  
 PPRD-TCPJ





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

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**MEMORANDUM**

**DM-OUHROD-2022-0449**

**TO : ALL REGIONAL DIRECTORS**

**THRU : ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Governance and Field Operations*

**FRANCIS CESAR B. BRINGAS**  
*Assistant Secretary for Governance and Field Operations*

**FROM : GLORIA SUMAMIL-MERCADO** *Atty*  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

**SUBJECT : FINAL VETTING/APPROVAL OF THE REVISED DEPED QUALITY  
MANAGEMENT SYSTEM (QMS) MANUAL AND PROCEDURES AND  
WORK INSTRUCTIONS MANUAL (PAWIM)**

**DATE : 25 November 2022**

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The Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) with the assistance of the Development Academy of the Philippines (DAP) is conducting a series of Quality Management System (QMS) Harmonization Workshops for the Regional Offices. This aims to harmonize and integrate systems and processes within and across all governance levels and ensure consistent delivery of basic education services.

In this connection, the DAP conducted two (2) workshop sessions on the Harmonization and Quality Assurance of National QMS (NQMS) Documented Information for the Regional Offices to review and enhance the existing NQMS documents. The workshops were participated by the Regional Quality Management Representatives (QMRs), selected QMS Teams (*Internal Quality Audit Team (IQAT), Risk Management Team (RMT), Knowledge Management Team (KMT), and Training and*

Advocacy Team (TAT), and Process owners. The initial output of the said workshops is the revised DepEd QMS Manual and Procedures and Work Instructions Manual (PAWIM).

Having said that, we would like to request the assistance of the Regional Directors and Schools Division Superintendents in the final review and vetting of the Revised DepEd QMS Manual and PAWIM. The revised documents can be accessed through [bit.ly/DepEd-wideManuals](http://bit.ly/DepEd-wideManuals). Please note that suggested revisions are in red font.

Attached as Annex A is the template to be used in the vetting of DepEd-wide Manuals. **Kindly email the accomplished template to [nqmssupport@deped.gov.ph](mailto:nqmssupport@deped.gov.ph) with subject: RO #/ SDO Name – Vetted DepEd-wide Manuals on or before Wednesday, December 7, 2022. Non-receipt of the accomplished template will mean your concurrence in the said documents.**

For questions or clarifications, please contact Ms. Mary Lisette P. Villas or Ms. Krizia D. Rodriguez of BHROD-OED through telephone at (02) 8633-5375 or email at [nqmssupport@deped.gov.ph](mailto:nqmssupport@deped.gov.ph).

*[BHROD-OED/Villas]*

**Annex A: Vetting of DepEd-wide Manuals  
National Quality Management System**

**Region:** \_\_\_\_\_

Documented Information	Reviewed with Conformance		REMARKS
	Yes	With proposed revision	
<b><i>DepEd QMS Manual</i></b>			
1. Introduction	<input type="checkbox"/>	<input type="checkbox"/>	
2. Agency Profile	<input type="checkbox"/>	<input type="checkbox"/>	
3. Organizational Structure	<input type="checkbox"/>	<input type="checkbox"/>	
4. Scope and Coverage	<input type="checkbox"/>	<input type="checkbox"/>	
5. DepEd Quality Policy	<input type="checkbox"/>	<input type="checkbox"/>	
6. Management Processes	<input type="checkbox"/>	<input type="checkbox"/>	
7. Core Processes	<input type="checkbox"/>	<input type="checkbox"/>	
8. Support Processes	<input type="checkbox"/>	<input type="checkbox"/>	
9. List of Relevant Interested Parties	<input type="checkbox"/>	<input type="checkbox"/>	
10. Control of External Providers	<input type="checkbox"/>	<input type="checkbox"/>	
<b><i>Procedures and Work Instructions Manual</i></b>			
1. Management Review	<input type="checkbox"/>	<input type="checkbox"/>	
2. Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	
3. Internal Quality Audit	<input type="checkbox"/>	<input type="checkbox"/>	
4. Corrective Action	<input type="checkbox"/>	<input type="checkbox"/>	

5. Documented Information Management	<input type="checkbox"/>	<input type="checkbox"/>	
6. Training and Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	
7. Client Citizen Feedback Management	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewed by:

Noted by:

\_\_\_\_\_  
Name  
Position/Designation

\_\_\_\_\_  
Name of RO Quality Management Representative  
Position/Designation

Approved by:

\_\_\_\_\_  
Regional Director