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

June 25, 2026

OFFICE MEMORANDUM  
PPRD-2026- 313

REITERATION ON THE SUBMISSION OF PLANNING DOCUMENTS AND THE CRAFTING OF ORGANIZATIONAL PLANNING DOCUMENTS FOR THE THIRD AND FOURTH QUARTERS OF CY 2026

To: Chiefs of Functional Divisions  
Unit/Section Heads  
All Others Concerned

- The **DepEd Quality Management System Manual and Procedures and Work Instructions Manual (PAWIM)**, issued through DepEd Memorandum No. 014, s. 2022, prescribes a quarterly Risk Management cycle (PAWIM-P-002) requiring all process holders to accomplish and submit planning documents and to craft organizational planning documents as part of the Department's Quality Management System (QMS) implementation.
- With the 1st and 2nd Quarter cycles already completed, all concerned are hereby reminded of the specific deadlines for the 3rd Quarter (July) and 4th Quarter (October) activities, as follows:

3 <sup>rd</sup> QUARTER (JULY 2026)			
a.	Submission of Approved Planning Documents (SWOT Matrix, Risk Registry, Opportunity Registry, and List of Relevant Interested Parties)	Deadline: July 1-3, 2026 (Wednesday-Friday)	Submit to: Knowledge Management Team (KMT)
b.	Crafting of Organizational Planning Documents	Schedule: July 6-8, 2026 (Monday-Wednesday)	Led by: QMR, RMT, ORD, Division Chiefs, Unit/Section Heads
4 <sup>th</sup> QUARTER (OCTOBER 2026)			
c.	Submission of Approved Planning Documents (SWOT Matrix, Risk Registry, Opportunity Registry, and List of Relevant Interested Parties)	Deadline: October 1, 2 & 5, 2026 (Thursday,	Submit to: Knowledge Management Team (KMT)



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		Friday & Monday)	
d.	Crafting of Organizational Planning Documents	Schedule: October 6–8, 2026 (Tuesday–Thursday)	Led by: QMR, RMT, Division Chiefs, Unit/Section Heads

3. The planning documents (SWOT Matrix, Risk Registry, and Opportunity Registry and List of Relevant Parties) shall be submitted to the Knowledge Management Team (KMT) on the deadlines indicated above.

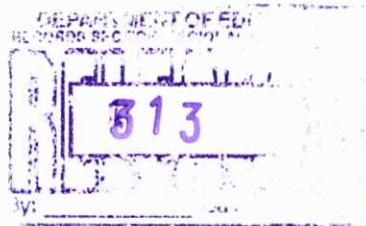
4. The crafting of organizational planning documents shall be conducted collectively by the Quality Management Representative (QMR), Knowledge Management Team (KMT), Risk Management Team (RMT), Division Chiefs, and Unit/Section Heads.

5. Strict compliance with the prescribed deadlines is expected.

5. Immediate dissemination of and compliance with this Memorandum are desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director



PPRD-MSM