

1. Understand the principles and framework of a Quality Management System.
2. Analyze existing operational processes to align with QMS requirements.
3. Draft and finalize key components of the QMS Manual, including processes, policies, and procedures.
3. All sections in the division office shall be represented in this activity.
4. All participants are required to bring their own laptop computer, documented procedures and other ISO documents.

**Enabling Objectives:**

Participants will craft a comprehensive QMS Manual tailored to the needs and operational processes of the division.

**Terminal Objective:**

2. This activity aims at the following objectives:
  1. In alignment with DepEd Order No. 009, s. 2021 titled "Institutionalization of a Quality Management System in the Department of Education" and Department of Education's commitment to delivering high-quality services and ensuring continuous improvement in its processes, the Division of Zamboanga Sibugay will conduct the **Crafting of the Quality Management System (QMS) Manual** on February 11-12, 2025. Venue to be announced once finalized. This initiative is designed to standardize operations, enhance efficiency, and ensure compliance with applicable regulations and international standards

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Identified Personnel  
 All Others Concerned  
 This Division

**DIVISION TRAINING WORKSHOP ON THE CRAFTING OF QUALITY MANAGEMENT SYSTEM (QMS) MANUAL**

**OFFICE MEMORANDUM**  
 No. 009 s. 2025

16 Jan 2025

Republic of the Philippines  
 Department of Education  
 REGION IX - ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

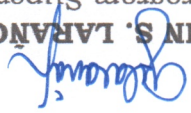


DepEd, Division of Zamboanga Sibugay  
 RECORDED SECTION  
 1/16/2025  
 JAN 16 2025  
 RELEASED



ZS-OM-SGOD-HRD-2025-01--213-0  
 AMG-202501 16

Encl.: None  
 References: DepEd Order No. 009, s. 2021  
 To be indicated in the perpetual index under the subject: WORKSHOP QMS

  
**GERNIN S. LARAÑO**  
 Education Program Supervisor  
 In-Charge of Office

For the Schools Division Superintendent

**VIRGILIO P. BATAN, JR., CESO V**  
 Schools Division Superintendent

6. For immediate dissemination and compliance.

Section	No. of Pax
Office of the Schools Division Superintendent (OSDS)	3
1. Cash	3
2. Records	3
3. Accounting	3
4. Budget	3
5. Legal & Office of the Schools Division Superintendent	2
6. Personnel	3
7. Admin/General Services	3
8. Property & Supply	3
9. Information and Communications Technology (ICT)	2
10. Office of Asst. Schools Division Superintendent	2
Schools Governance & Operations Division (SGOD)	
1. Planning & Research (P&R)	3
2. Social Mobility & Networking (SMN)	2
3. Schools Management Monitoring & Evaluation (SMME)	2
4. Human Resource Development (HRD)	3
5. Youth Formation Unit (YFU)	2
6. Disaster Risk Reduction Management (DRRM)	1
7. Basic Education Facilities	2
8. Health & Nutrition Unit (HNU)	3
Curriculum Implementation Division	3
<b>Total</b>	<b>48</b>

5. Below is the breakdown of participants for guidance.