



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

5 January 2024

DIVISION MEMORANDUM
OSD-2024-007

**CRAFTING OF OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
OPERATIONS MANUAL**

TO : OIC – Asst. Schools Division Superintendent
Unit Heads
QMS Secretariat from OSDS
All Others Concerned

1. In relation to DepEd Order No. 9, s. 2021, “Institutionalization of a Quality Management System in the Department of Education” and as per agreement during the 4th Quarter Management Review on December 11, 2023, this Office will be crafting an Operations Manual with the following schedules.

Date and Time	Preparations	Participants	Venue
January 8-12, 2024 9:00 AM – 5:00 PM	Quality Control Plan	All Unit Heads	Conference Room
January 15-19, 2024 9:00 AM – 5:00 PM	Organizational Structure and Operations Manual	All Unit Heads and OSDS QMS Secretariat	Conference Room
January 22-24, 2024 9:00 AM – 5:00 PM	Finalization	All Unit Heads and OSDS QMS Secretariat	All Unit Heads and OSDS QMS Secretariat

2. Immediate dissemination and compliance of this memorandum are highly expected.


SUSAN DL. ORIBIANA, CESO V
Schools Division Superintendent



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