



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 09, 2025

DIVISION MEMORANDUM

No. 0008 s. 2026

PROCESS FLOW FOR THE APPROVAL AND ISSUANCE OF DIVISION MEMORANDA

To: Janette G. Veloso, EdD, CESO VI – Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD –Chief-Curriculum Implementation Division
Marlon G. Ebrado-Chief-School Governance and Operations Division
All Education Program Supervisors
All Public Schools District Supervisors
All Division Section Heads and Personnel
All School Heads in Elementary, Secondary, Integrated, and Private Schools
All Teachers and Non-Teaching Personnel
All Others Concerned

1. Pursuant to the Regional Memorandum PRRD-2024-149, titled, “*One DepEd, One QMS for Region XI Schools Division Office*,” and DepEd Order No. 009, series 2021 titled, “*Institutionalization of a Quality Management System (QMS) in the Department of Education*”, this Office hereby directs all concerned of the updated process flow governing the approval and issuance of all memoranda, as detailed in the steps below:

Step Number	Process Description
1	The Memorandum shall be drafted by the Program Owner or concerned personnel. The originating office/section and the name of the drafter shall be indicated through initials at the bottom left portion of the document.
2	The drafted Memorandum shall be submitted to the Knowledge Management Team (KMT) for review and validation of the prescribed template, document structure, grammar and mechanics, font style and size, as well as headers and footers.
3	Upon clearance by the KMT, the Memorandum shall be forwarded to the Chief/Section/Unit Head for content review. The reviewing authority shall affix his or her initials, after which the document shall be logged and recorded in the Data Tracking System (DTS).
4	The Memorandum shall then be transmitted to the Office of the Assistant Schools Division Superintendent (ASDS) for further review and verification of the content and other pertinent details.
5	Once approved by the ASDS and duly recorded in the DTS, the Memorandum shall be elevated to the Office of the Schools Division Superintendent (SDS) for final approval and signature. Prior to endorsement, it is expected that two (2) initials shall already be reflected below the name of the SDS.
6	Upon approval and signature of the SDS, the Memorandum shall be forwarded to the Records Section for issuance and official release to the field through authorized communication platforms. The Records Section shall maintain both printed and electronic copies of all issued Memoranda.

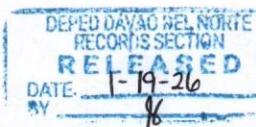
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2. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
3. Immediate dissemination of this Memorandum to all concerned is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



kmt/edad

Fn: Process flow for the approval and issuance of division memoranda
Enclosure: As stated

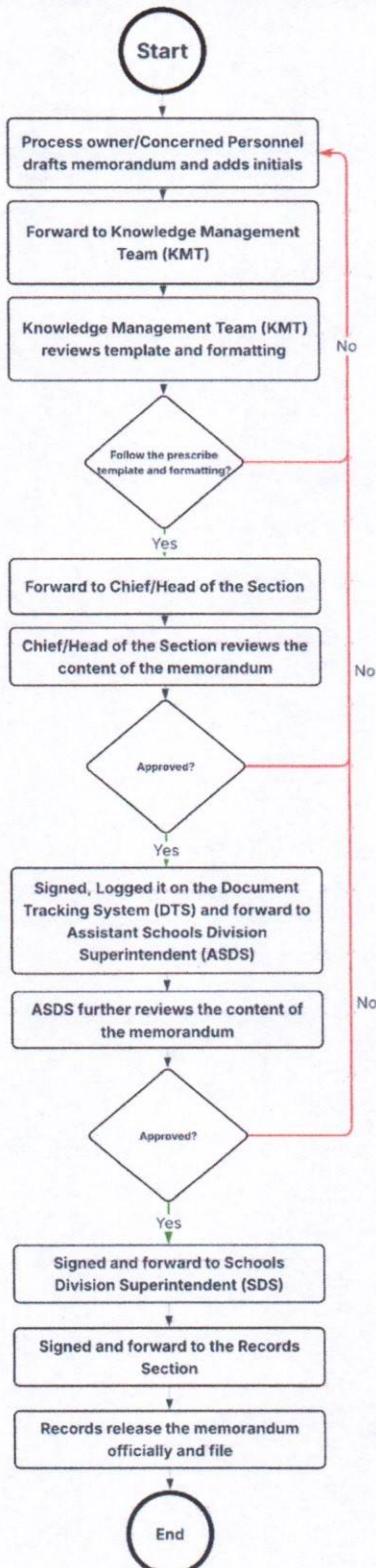
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Enclosure to Division Memorandum No. 0008, s. 2026

PROCESS FLOW FOR THE APPROVAL AND ISSUANCE OF DIVISION MEMORANDA





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KNOWLEDGE MANAGEMENT CHECKLIST (KMT)

Knowledge Management Team (KMT) Checklist
(Memorandum)

Title/Subject: _____

	Item	Yes	No	Remarks
1	Grammar/ Mechanics			
2	Prescribed Template			
3	Font Size/ Style			
4	Header/ Footer			
5	Structure			

Action:	
For Chief/Section Head's Initial	
For Revision	

Member- KMT