



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0035

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief, Education Program Supervisor, SGOD
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
All Public School Heads, Elementary, Integrated, and Secondary Schools

Subject: **MATRIX OF ACTIVITIES IN PREPARATION OF PLANNING DOCUMENTS
FOR THE QUALITY MANAGEMENT SYSTEM**

Date: February 25, 2025

1. In line with ongoing preparations for the implementation of the Quality Management System in this Division, all the personnel in this office are advised to adhere to the following matrix of activities:

Name of Activity	Date	Persons Involved	Venue	Expected Outputs
Pocket Meetings per Section/Unit	February 25, 2025 (2:00 PM)	All Sections and Units	Respective Offices	Planning Documents (SWOT, Risk Registry, Opportunity Registry, and Quality Control Plan) per Unit
Meetings per Functional Division	February 26, 2025 (1:00 PM)	All Section/Unit Heads and Process Owners per Functional Division	Respective Offices (For OSDS – Conference Hall)	Consolidated Planning Documents (SWOT, Risk Registry, Opportunity Registry, and Quality Control Plan) per Functional Division
Presentation of Consolidated Outputs per Functional Division	February 27, 2025 (1:00 PM)	Top Management, All Section/Unit Heads and Process Owners per Functional Division	Conference Hall	Consolidated Planning Documents (SWOT, Risk Registry, Opportunity Registry, and Quality Control Plan) per Functional Division – For Submission

2. In adherence to all policies, everyone is encouraged to continuously support and value Equal Opportunity Principle (EOP) within the Department.



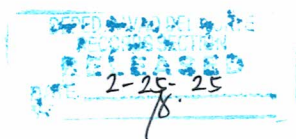
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REGION XI
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3. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent





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SWOT MATRIX

Effective as of: Month day, year (e.g. February 10, 2022)

	STRENGTHS	WEAKNESS
Internal	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
	OPPORTUNITIES	THREATS
External	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

Prepared by:

NAME

Bureau/Service Director CO)/
Division Chief (RO/SDO)/
Process Holder (School)

Approved by:

NAME

Undersecretary/ Assistant Secretary In-Charge (CO)
RD/ SDS (RO/SDO)/
School Head (School)



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RISK REGISTRY

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No	Risk Identification			Risk Analysis & Risk Evaluation			Risk Treatment			Target Risk Assessment (after treatment)		
	Declared Process & Risk Description	Risk Causes & Consequences	Current controls	Likelihood (L)	Impact (I)	Risk Rating (RR)	Action/ Response	Person/Office Responsible	Target Date	L	I	RR
1												
2												
3												
4												
5												

Declared Process & Risk Description - List the declared process and describe the corresponding risk area and event. What can go wrong?

Risk Causes & Consequences - Describe the risk event cause/s and consequence/s. What would cause it to go wrong? What are the impacts if it does go wrong?

Current controls - Describe any existing policy, procedure, practice, or mechanism that acts to minimize the risk. What is in place now that reduces the likelihood of this risk occurring or its impact if it does occur?

Likelihood - Rate the current Risk Likelihood. How likely is this risk to occur?

Impact - Rate the current Risk Consequence. How big would the impact of this risk be if it occurs

Risk Rating - Give the product of the Likelihood and Impact

Treatment - Describe the actions to be undertaken for those risks requiring further treatment

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OPPORTUNITY REGISTRY

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No	DECLARED PROCESS & OPPORTUNITY STATEMENT <i>(include benefit once opportunity is encountered)</i>	LIKELIHOOD	IMPACT	OPPORTUNITY RATING	OPPORTUNITY PURSUIT ACTION PLAN <i>(may refer to other planning documents)</i>	PERSON / OFFICE RESPONSIBLE	TARGET DATE
1.							
2.							
3.							
4.							
5.							

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BUREAU/SERVICE/ REGION/SCHOOLS DIVISION/SCHOOL OPERATIONS MANUAL

Instructions:

1. Download and Use Trajan Pro. 36 for the font of this Title Page
2. For Regions, use the formats below in this Title Page:
DepEd Region I – Ilocos Region
DepEd National Capital Region
3. For SDOs, use this format in this Title Page:
DepEd Schools Division of _____
4. For Schools, use the *full School Name* in this Title Page.
5. Start a new page for each part of the Operations Manual
6. QCPs use different template which can be accessed in the NQMS Portal
7. You may use a landscape orientation for the organizational structure and a portrait orientation for the office functions and job summary
8. Delete these instructions once you are ready to compile your operations manual

INTRODUCTION



Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 216 0188

Email Address: depeddavnor.sdo@depd.gov.ph

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

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Effective as of: Month day, year (e.g. February 10, 2022)

<covers brief description of the Bureau/Service/Region/Schools Division/School in general>

Prepared by:

NAME

CO: Bureau/Service Director
RO/SDO: Division Chief
School: Process Holder

Approved by:

NAME

CO: ExeCom In-Charge
RO: Regional Director
SDO: Schools Division Superintendent
School: School Head



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ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, AND JOB SUMMARY

Effective as of: Month day, year (e.g. February 10, 2022)

<insert organizational chart here>

<insert office functions version3 after the organizational chart. Office functions should include job summary of personnel and TOR of COS >

Prepared by:

Approved by:

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School: Process Holder

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LEGAL BASES AND REFERENCES

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<list down all legal bases and references categorized by declared processes>

Declared Process A

1. Reference 1
2. Reference 2
3. Reference 3...

Declared Process B

1. Reference 1
2. Reference 2
3. Reference 3...

Declared Process C

1. Reference 1
2. Reference 2
3. Reference 3...

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DEFINITION OF TERMS AND ACRONYMS

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<insert list of terms and acronyms including their definitions>

Term	Definition
Term	Definition
Term	Definition
Term	Definition
ACRONYM	Definition
ACRONYM	Definition
ACRONYM	Definition
ACRONYM	Definition (press tab to add another term/acronym)

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QUALITY CONTROL PLAN

Effective as of: Month day, year (e.g. February 10, 2022)

Name of the Process: Recruitment, Selection, Placement & Induction						
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>

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FORMS/TEMPLATES

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<list down all the forms used in all declared processes, both internal and external>

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
CO-FS-F001	Authority to Travel Form	OUF	Assistant Secretary for Finance	00	September 2, 2019	PAS-PD; www.deped.gov.ph	A
CSC Form 6	Application for Leave Form	Civil Service Commission	Chief, Personnel Division	Revised 2020	2020	BHROD-PD	A

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