



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

March 7, 2025

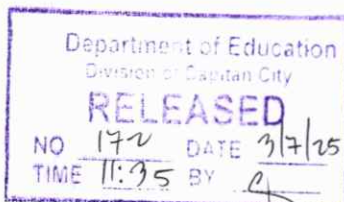
DIVISION MEMORANDUM

No. 172, s. 2025

**WRITESHOP ON THE DEVELOPMENT OF PLANNING DOCUMENTS
AND OPERATIONS MANUAL**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Administrative Officer V (Administrative Services)
Administrative Officer V (Budget)
Accountant III
SDO Personnel
This Division

1. Pursuant to DepEd Order No. 009, s. 2021 titled, Institutionalization of a Quality Management System in the Department of Education, this Office informs each functional division of the conduct of **Writershop on the Development of Planning Documents and Operations Manual** on March 13-14, 2025. The venue is to be announced later after the procurement process.
2. The activity aims to:
 - a. harmonize planning documents with existing policies.
 - b. create a comprehensive operations manual incorporating best practices, resilience, and sustainability.
 - c. ensure stakeholder engagement to produce finalized drafts that can be reviewed and approved while enhancing collaboration and building capacity among participants.
3. The participants are the members of the QMS Teams. (*see attach list*)
4. Expenses incurred during activities are chargeable against the HRD funds/ Division MOOE allotment and are subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is desired.




FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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