



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

INTER-OFFICE MEMORANDUM
IOM-2025- 03

TO: All SDO Proper Personnel
Others concerned

FROM:  FAY C. LUAREZ EdD, PhD.TM, CESO VI
Assistant Schools Division Superintendent
OIC to the Office of the Office of the SDS 

SUBJECT: IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM IN SDO

DATE: JANUARY 6, 2025

1. With reference to DepEd Order No. 09, s. 2021, on the Institutionalization of a Quality Management System in the Department of Education and its commitment to implement in accordance with its mandate, vision and mission and core values as well as the overall intention and direction of DepEd's commitment to deliver quality services.
2. Relative to this, effective February 2025 all personnel in SDO proper shall be observed and directed to comply the following activities/processes:
 - a. Required all functional sections/unit to implement of 5s records management system in every workplace to promote better, cleaner and healthy working environment and improve the working condition of all our employees;
 - b. mandated to attend the Flag Raising Ceremony every Monday @ 7:45 in the morning and flag lowering in every Friday at 4:45 in the afternoon as stipulated in R.A. No. the Flag and Heraldic Code of Philippines;
 - b. strengthen the use of face-face biometric recognition machine for daily attendance of SDO employees;
 - d. sustained the use of pass-slip signed by immediate head or head functional section for employees with transaction outside of Office either official business or personal transaction; and

- e. All clienteles shall be properly log-in at the guard entrance to ensure the complete tracking and listing of daily visitors and required clients to ring the bell upon exit to determine the recognition credit in favor of the particular office of their service satisfaction.
3. To ensure proper monitoring of monthly accomplishment and of giving of rewards of their positive support and exemplary performance, the identified sections/units shall be responsible to take the lead in all activities of the assigned month including the tokens for the recognition of all monthly birthday celebrators and other awards, to wit:
- a. January - Office of the HR and GSO
 - b. February - Office of the SDS, ASDS & Legal Sections
 - c. March - Office of the Records and Supply Sections
 - d. April - Accounting and IAS Section
 - e. May - Budget and Cashier Sections
 - f. June - Division Payroll Unit & In-Charge of Provident Fund
 - g. July - Health and Nutrition Unit
 - h. August - CID-EPS
 - i. September - CID-ALS & LR and Librarian
 - j. October - SGOD- (Planning & Soc Mob)
 - k. November - SGOD- (Physical Facilities, DRRM)
 - l. December - SGOD – (HRTD, QuaM&E & PDO) and ICT
4. Therefore, all personnel are encouraged to contribute their time, efforts, and resources to ensure the positive support and strengthen implementation of Quality Management Systems in preparation for the ISO application of Division Office of Bohol.
5. For widest dissemination and strict compliance.



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