

Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

October 30, 2024

DIVISION MEMORANDUM

No. 432, s. 2024

Mandatory Presence, Office Cleanliness and Organization during the NQMS Audit Period

To: Assistant Schools Division Superintendent
Education Program Supervisors
Section Heads
Division Office Personnel
All others concerned

1. Relative to **Deped Order No. 9 s. 2021 on the Institutionalization of a Quality Management System (QMS) in the Department of Education and Regional Memorandum No.0764 s. 2024 on Technical Guidance for Schools Division Offices on the National Quality Management System (NQMS) Implementation and Readiness Assessment on November 4-6, 2024** at the Division Office Conference Room, Division Office, El Salvador City, Misamis Oriental.
2. As part of our commitment in maintaining high standards, it is crucial that all division personnel shall remain available during the National Quality Management System (NQMS) to ensure a smooth and successful audit process.
 - No personnel shall take a leave or travel during the NQMS Audit, unless it is urgent and sick leave with medical certificate.
 - All team members are expected to be fully present and responsive to support any inquiries or provide necessary documentation.

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3. Additional guidelines to maintain a clean, organized, and audit-ready office environment:
 - **Cleanliness of Offices:** All office areas should be thoroughly cleaned. Please ensure floors, desks, and common areas are spotless and presentable.
 - **Desk and Table Organization:** All desks and tables must be free of clutter, including loose papers, unnecessary items, and personal belongings. Only essential items should remain visible.
 - **Storage of Documents:** All documents should be properly stored in cabinets or drawers to maintain a neat appearance. Confidential or sensitive papers should not be left on desks.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. For information, guidance, and strict compliance.


RANDOLF B. TORTOLA *ok*
Schools Division Superintendent *m*

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