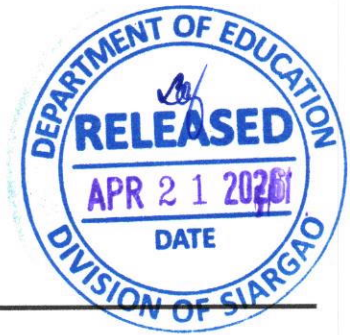




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 04-106 s, 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Section Heads
All others Concerned

SUBMISSION OF UNACCOMPLISHED / PENDING NQMS AND QCP REQUIREMENTS

1. In reference to the results of the review and consolidation of the NQMS Checklist and QCP Forms and Templates Checklist, please be informed that some required documents have not yet been submitted, as indicated by marks "X" and blank entries in the said checklists.
2. In this regard, all concerned Division Units/Offices with pending or unaccomplished requirements are hereby directed to complete and submit the same on or before Monday, April 27, 2026.
3. To facilitate timely compliance, concerned personnel are enjoined to prioritize the completion and submission of the foregoing requirements during the Work-From-Home (WFH) schedule on Friday, April 24, 2026, to allow ample time for documentation, validation, and consolidation.
4. For easy reference, please see the attached enclosure, which contains the detailed list of unsubmitted requirements.
5. Strict compliance with this directive is hereby enjoined.


MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects

NQMS QCP

SGOD/adg

04/21/26



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Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF SIARGAO

ANNEX 1

CHECKLIST OF REQUIREMENTS
OPERATIONS MANUAL

OPERATIONS MANUAL	OSDS	CID	SGOD
1. Title Page	/	/	/
2. Introduction	/	/	/
3. Organizational Structure and Office Functions	/	/	/
4. Legal Bases and References	/	/	/
5. Definition of Terms and Acronyms	/	/	/
Quality Control Plans			
A. Plan Formulation	x	N/A	
1. Strategic Planning			
2. Medium Term Planning			
3. Operational Planning			
B. Policy Development			
1. Policy Implementation	/		
2. Policy Review	/		
C. Performance Monitoring and Evaluation			
1. Management Meetings	X		
2. Program/Project Implementation Review	/		
3. Office and Staff Performance Monitoring and Appraisal	/		
4. Educational Statistics Monitoring	N/A		x
5. Monitoring of CCSS	/		N/A
D. Learning Delivery Management and Development	N/A		
1. Instructional Supervision and Management		/	
E. Learning Resource Management & Development			
1. Development of Contextualized Learning Resources		/	N/A
2. Management of Quality Assurance of Learning Resources/Contextualized Learning Resources		/	
F. Education Assessment & Research			
1. Design and Development of Assessment Framework, Programs, and Tools/Instrument		/	/
2. Assessment Operation		/	/
3. Data Analysis and Interpretation		/	
4. Development of Educational Research Framework, Design, Procedures and Instruments		/	N/A
5. Conduct of Research	/		
6. Utilization of research data and information	/		
G. Learning/PD and Management for Teachers			
1. Design and Development of Learning/PD Standards and programs/courses		N/A	/



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2. Management of Learning/PD Programs			/	
3. Quality Assurance of Learning/PD Programs			/	
4. M&E of Learning/PD Programs			/	
H. Asset Management				
1. Acquisition of tangible and intangible assets	/	N/A		
2. Asset Disposition	/			
3. Asset Utilization and Inventory	/			
I. Data Information Management				
1. Data Dissemination		N/A	/	
2. Data Management			/	
3. Management of Information System			/	
J. Disaster Risk Reduction and Management				
1. Contingency Planning, Formulation and Enhancement			/	
2. DRRM Information System and Research			/	
3. IEC and Advocacy for Resilience			/	
4. Learning Continuity and Resilience Interventions			/	
5. Monitoring and Evaluation of Comprehensive School Safety (CSS)			/	
6. Partnership for Strengthening Resilience			/	
7. Resilience Education			X	
K. External Partnership Management				
1. Commemorative and other related events management			/	
2. Partnership Development and Management			/	
L. Financial Management (Budget, Accounting, Cash, and Employee Accounts Management)				
1. Automatic Payroll Deduction System (APDS) Management	x	N/A		
2. Budget Accountability Reporting	/			
3. Budget Preparation and Approval	/	N/A	/	
4. Budget Processing and Execution	/		/	
5. Collection and Deposits	/	N/A		
6. Control of Accountable Forms	/			
7. Disbursement	/			
8. Financial Accountability and Recording	/			
9. Maintenance and Closure of Bank Accounts	/			
10. Monitoring and Recording of Financial Transaction	/			
11. Pre-audit and Disbursement	/			
12. Preparation of ACIC/SLIAE	/			
13. Provident Fund Management	/			
14. Systems Improvement and Administrative Service (EFRs), Budget Monitoring (BMS), and Online Cash-in Bank Register	/			



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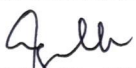
M. General Services Management	N/A			
1. Clinic Management			/	
2. Facilities Maintenance	/	N/A		
3. Housekeeping and Ground Maintenance	/			
4. Security Services	/			
5. Transportation Service and Vehicle Maintenance	/			
N. Human Resource Management and Development				N/A
1. Compensation and Benefits	/	N/A		
2. Employee Relations	/			
3. Employee's Welfare		N/A	/	
4. Leave Management	/	N/A		
5. Personnel Inventory	/			
6. Personnel Performance Management	X	N/A	/	
7. Personnel Records Management	/	N/A		
8. Professional Development/Learning and Development		N/A	/	
9. Recruitment, Selection, Placement and Induction	/	N/A	/	
10. Rewards and Recognition		N/A	/	
O. ICT Management		N/A		
1. Management of ICT Solutions	/			
2. Management of Technology Infrastructure	/			
3. User Support/Help Desk	/			
P. Infrastructure Management		N/A		
1. Evaluation/assessment of construction, repair, rehabilitation, and maintenance of education facilities				/
2. Inspection/validation of accomplishment of BEFF projects				/
3. Management of construction, repair, rehabilitation, and maintenance of education facilities				/
Q. Learner Support Management (Health, sports, and youth formation)				
1. Program Management		x		
R. Legal Management		N/A		
1. Assistance to the Office of the Solicitor General in pending cases involving DepEd	/			
2. Development and Implementation of DepEd Child Protection Programs	/	N/A	/	
3. Evaluation, Investigation, Review, and/or Resolution Complaints/Cases of DepEd Officials, Teaching and Non-Teaching Personnel	/	N/A		
4. Legal review of proposed DepEd policies/issuances, agreements, and other legal documents	/			
5. Sites Titling and oversight of DepEd school sites	/	N/A	/	



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S. Organizational Development		N/A	
1. Organization Management			/
T. Private Education Regulations and Development (Local Private Schools, Local International Schools, Private Madaris, Philippine School Overseas)			
1. Evaluation of applications for the Grant of Permits to Operate and Recognitions			/
2. Evaluation of Applications of Special Orders (SO) of Private Schools/Technical Vocational Institutions			/
3. Endorsement of notice of Voluntary (Temporary/Permanent) Private Closure		/	
4. Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools		/	
U. Procurement Management		N/A	
1. Bidding Process			/
2. Contract Monitoring			/
3. Procurement Planning		/	
V. Project Management		N/A	
1. Coordination and Linkages			X
2. Project Implementation Management		/	
W. Public Affairs Management		N/A	
1. Information Management and Dissemination			/
2. Materials Production			/
3. Media Relations			/
4. Public Relations and Assistance			/
5. Publication of Issuances		/	
X. Records Management		N/A	
1. Access, Disclosure, and Issuance of Documents			/
2. Handling of Incoming Documents			/
3. Handling of Outgoing Documents			/
4. Records Disposition			/
5. Records Inventory		/	
Y. Research Management		N/A	
1. Call for Proposal and Proposal Evaluation			/
2. Implementation and Monitoring			/
3. Dissemination of research results			/
4. Archiving		/	

Prepared by:


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 EPS II - SMME



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Operations Manual Forms and Templates Checklist

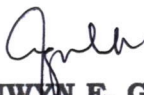
Unit/Division	Summary of Forms and Templates	Forms and Templates
OSDS		
Accounting	/	Lacking LDDAP-ADA Form
Asset Management		
Budget		
Cash Unit	/	/
GAS	/	
Facilities	/	Lacking Maintenance Plan, Summary of Recommendation, Inspection Report
Housekeeping	/	Lacking Summary of Recommendation
Security Services	/	Lacking Report on Critical Incidence
Transportation		
ICT		
Legal		
Personnel		
Procurement	/	
Records		/ (cannot be validated, no Summary Forms and Templates Form)
CID	/	



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SGOD		
School Management Monitoring and Evaluation	/	/
School Health and Nutrition Unit		/
Youth Formation Division		/
Learners Rights and Protection Office		/
Planning and Research		
Human Resource Development		
Social Mobilization and Networking		
DRRM		
Physical Facilities		

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