



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

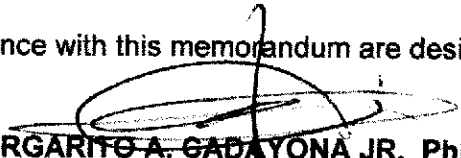
June 5, 2025

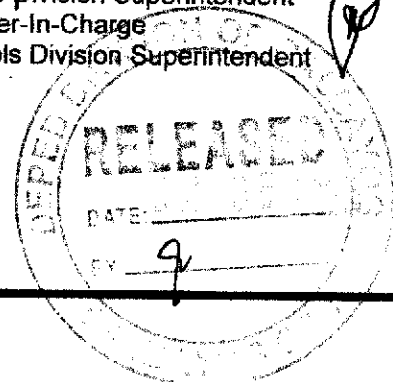
DIVISION MEMORANDUM
No. 240, s. 2025

QUALITY ASSURANCE AND FINALIZATION OF QMS - CID PROCESS MANUAL

To: CID Chief
Education Program Supervisors
Public Schools District Supervisors
CID Staff
All others Concerned

1. In pursuit of timely, quality management mechanism in office processes, this Office through the Curriculum Implementation Division (CID), hereby informs all personnel of the CID on the conduct of the **quality assurance and finalization of QMS - CID Process Manual** on June 6-7, 2025 at the **CID Office, SDO Calbayog City**.
2. The purpose of the said activity is to ensure relevance and doability of the QMS processes based on the IPO model. A quality assured and finalized copy of the manual is expected to be accomplished not later than June 7, 2025.
3. The participants of the activity are all EPSs, PSDSs, and CID Staff.
4. This memorandum shall serve as travel authority of the participants.
5. A 2-day COC/CTO shall be granted to employees who will render service on a holiday and Saturday.
6. Immediate dissemination of and compliance with this memorandum are desired.


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Assistant Schools Division Superintendent
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