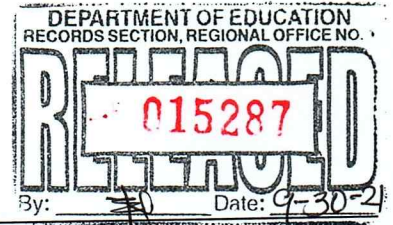




Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

SEP 30 2021

REGIONAL MEMORANDUM
 No. 1117, s. 2021

FINAL VETTING AND APPROVAL OF THE PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM)

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents

1. Pursuant to DepEd Memo HROD-2021-0197 entitled, "Final Vetting/Approval of the Procedures and Work Instructions Manual (PAWIM)", the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD – OED) requests the Schools Division Superintendents' assistance in the final review and vetting of the Procedures and Work Instruction Manual (PAWIM).
2. Please email the reviewed files to nqmssupport@deped.gov.ph with subject: *SDO Name-Vetted PAWIM* on or before Friday, October 1, 2021. Non-receipt of the vetted PAWIM will mean your concurrence in the said documents.
3. The documents can be accessed at [https://bit.ly/DepEd PAWIM](https://bit.ly/DepEd_PAWIM). Attach is the DepEd Memorandum for your reference.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

TOLENTINO G. AQUINO
 Director IV

Encl: DepEd Memo HROD-2021-0197
 Reference: DepEd Memo dated September 20, 2021
 To be indicated in the Perpetual Index
 Under the following subjects:

INSTRUCTIONS MANUAL PROCEDURES

QAD/emm/RM_ final vetting/approval of the procedures and work instructions manual
 September 27, 2021



DepEd RO1



Documan 8

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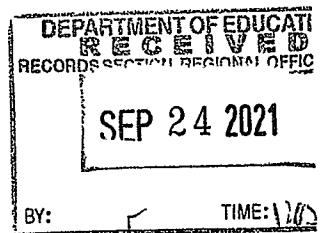


Republic of the Philippines

Department of Education


OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-HROD-2021-0197

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

THRU : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations, Palarong Pambansa
Secretariat, and DEACO

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : Final Vetting and Approval of the Procedures and Work
Instructions Manual (PAWIM)

DATE : September 20, 2021

As an integral part of the Institutionalization of the National Quality Management System (QMS) in the Department of Education as stated in DepEd Order No. 009, s. 2021, workshops were conducted with the formed Technical Working Group on finalizing the **Procedures and Work Instructions Manual (PAWIM)** held on August 17, 19, 24, and 31, 2021.

The PAWIM shall provide the procedures on the conduct of QMS activities in DepEd. The TWG reviewed and finalized the following to be applicable across all governance levels:

1. Management Review (PAWIM-P-001)
2. Risk Management (PAWIM-P-002)
3. Internal Quality Audit (PAWIM-P-003)
4. Corrective Action (PAWIM-P-004)
5. Documented Information Management (PAWIM-P-005)
6. Citizen/Client Satisfaction Feedback Management (PAWIM-P-006)
7. Training & Advocacy (PAWIM-P-007)
8. Knowledge Management (PAWIM-P-008)

The said workshops facilitated by the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD - OED), were participated by the recommended personnel from select Regional Offices (RO) and Schools Division Offices (SDO).

In this regard, we would like to request the assistance of the Regional Directors and Schools Division Superintendents in the final review and vetting of the PAWIM. Documents can be accessed and downloaded at https://bit.ly/DepEd_PAWIM. Insert your comments, if any, in the downloaded document using blue colored font for easy reference and consolidation by the BHROD-OED.

Please email the reviewed file/s to nqmssupport@deped.gov.ph with subject: *RO#/SDO Name - Vetted PAWIM* on or before Friday, October 1, 2021. Non-receipt of the vetted PAWIM shall mean your concurrence in the said documents.

Thank you.

List of the Technical Working Group

Region/SDO	Designation and Office	Name of Representative
1. Region 1 – DepEd Ilocos Norte	Senior Education Program Specialist	Erick L. Medrano
2. Region 2 – DepEd Tuguegarao City	Administrative Officer IV	Karla P. Pagulayan
3. Region 3- DepEd Central Luzon	Chief Education Supervisor	Edwin T. Marcos
4. Region 4A-DepEd Bacoor City	Chief Education Supervisor	Cesar M. Mojica
5. Region 4B- DepEd MIMAROPA	Education Program Supervisor	Ferdinand T. Callueng
6. Region 5 – DepEd Sorsogon	Education Program Supervisor	Rex T. Barbin
7. Region 7 – DepEd Central Visayas	Project Development Officer II	Ameelyn R. Coca
8. Region 8 – DepEd Eastern Visayan	Education Program Supervisor	Ryan R. Tiu
9. Region 9 – DepEd Zamboanga del Sur	Chief Education Supervisor	Ernesto F. Tardo
10. Region 10 – DepEd Northern Mindanao	Librarian II	Maria Venilyn A. Cabunoc
11. Region 11 – DepEd Davao Region	Supervising Administrative Officer	Janice T. Gamalong
12. Region 13 – CARAGA	Chief, Field Technical Assistance Division (FTAD)	Carolina M. Niepes
13. Region 13 – CARAGA	Senior Education Program Specialist	Liza M. Guinguing
14. DepEd Cordillera Administrative Region (CAR)	OIC-Chief Education Supervisor	Maksim A. Botilas
15. DepEd National Capital Region (NCR)	Chief Education Supervisor	Neil Vincent C. Sandoval

BHRD-OED/R.Melad