REGIONAL MEMORANDUM
No. 015287, 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 Instruction 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 ngmssupport@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.


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 Region 1: Built on character; empowered by competence.

Flores St., Catbangen, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com
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

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