



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

9 SEP 2023

DIVISION MEMORANDUM

No. *Two*, s. 2023

**UPDATED TEMPLATES AND FORMATS OF DEPED REGION VII ISSUANCES
AND REITERATION**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors/Division Coordinators
Senior Education Program Specialists/ Education Program Specialists II
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 657 s. 2023 titled Updated Templates and Formats of DepEd Region VII Issuances and Reiteration of the Strict Compliance on the Use of DepEd Manual of Style (DepEd Order No. 30 s. 2019) and DepEd Service Marks and Visual Identity Manual (DepEd Order No. 31 s. 2023) issued to update document reference coding pursuant to the implementation of a One DepEd Quality Management System (QMS).
2. All Offices shall be guided with the updated document and information management matrix and document reference coding systems. Please refer to the details below:

DIVISION ISSUANCES before QMS	UPDATED DIVISION ISSUANCES	UPDATED REFERENCE CODING SYSTEM	CODE DEFINITIONS
Division Memorandum	Division Memorandum	DIVISION MEMORANDUM No. 000 s. YYYY	000 – number series YYYY – year released
Memorandum with Limited Application	Memorandum with Limited Circulation	DIVISION MEMORANDUM AAA-YYYY-000	AAA-strand code OSDS – Office of the Schools Division Superintendent CID – Curriculum Implementation Division SGOD – School Governance & Operations Division YYYY – year released 000 – number series



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph

Inter-Office Memorandum	Office Memorandum	OFFICE MEMORANDUM AAA-YYY-000	AAA-strand code OSDS – Office of the Schools Division Superintendent CID – Curriculum Implementation Division SGOD – School Governance & Operations Division YYYY – year released 000 – number series
	Office Order	OFFICE ORDER OO-AAA-YYYY-000	AAA-strand code OSDS – Office of the Schools Division Superintendent CID – Curriculum Implementation Division SGOD – School Governance & Operations Division YYYY – year released 000 – number series

3. Please be guided further by the following:

Document	Scope/ Scale	Duration	Process Holder (In charge for creation)	Approval
Division Memorandum	All Schools within the Schools Division	Short term/ Temporary	SDS/ASDS/ Division Chiefs/ Section/Unit Heads	SDS
Memorandum with Limited Circulation	Specific schools or officials	Short term/ Temporary	Division Chiefs/ Section/Unit Heads	SDS
Office Memorandum	Within Schools Division Office only	Short term/ Temporary	OSDS, Functional Divisions, Units and Section Heads	SDS
Office Order	Within Schools Division Office only	Short term/ Temporary	OSDS, Functional Divisions, Units and Section Heads	SDS

4. For further reference, please see attached PAWIM-M-004 Documented Information Matrix per DepEd Memorandum No. 14 s. 2022.
5. For immediate dissemination and compliance.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

9/26/23

NCO/JMA-MKP-NLR/SGOD/BBY/kpanton
September 25, 2023



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

12 SEP 2023

REGIONAL MEMORANDUM

No. **657** s. 2023

UPDATED TEMPLATES AND FORMATS OF DEPED REGION VII ISSUANCES AND REITERATION OF THE STRICT COMPLIANCE ON THE USE OF DEPED MANUAL OF STYLE (DEPED ORDER NO. 30, s. 2019) AND DEPED SERVICE MARKS AND VISUAL IDENTITY MANUAL (DEPED ORDER NO. 31, s. 2019)

To: All Regional Office Personnel
 All Schools Division Superintendents/OICs
 All Division Information Officers
 All Others Concerned

- As the Department of Education Regional Office VII (DepEd RO VII) gears toward the implementation of a 'One DepEd' Quality Management System (QMS), it is hereby updating some document reference coding systems, templates and formats on its official issuances aligned to the document and information management matrix of DepEd Central Office.
- Following its adoption in the department, all Schools Division Offices in this region shall be guided with the updated document and information management matrix and document reference coding systems. Kindly refer to the following details below:

Regional Office:

DEPED RO VII ISSUANCES (Before QMS)	DOCUMENT REFERENCE CODING SYSTEM (Before QMS)	DEPED RO VII ISSUANCES (UPDATED)	DOCUMENT REFERENCE CODING SYSTEM (UPDATED)
Regional Memorandum	REGIONAL MEMORANDUM No. 000, s. YYYY	Regional Memorandum	REGIONAL MEMORANDUM No. 000 s. YYYY
Memorandum with Limited Application	MEMORANDUM MLA-YYYY-000	Memorandum with Limited Circulation	REGIONAL MEMORANDUM AAA-YYYY-000
Regional Advisory	Regional Advisory No. 000, s. YYYY	Regional Advisory	N/A
Inter-Office Memorandum	INTER-OFFICE MEMORANDUM AAA-IM-YYYY-000	Office Memorandum	OFFICE MEMORANDUM AAA-YYYY-000
N/A	N/A	Office Order	OFFICE ORDER OO-AAA-YYYY-000



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

region7.deped.gov.ph

Schools Division Offices:

DEPED RO VII - SDO ISSUANCES (Before QMS)	DOCUMENT REFERENCE CODING SYSTEM (Before QMS)	DEPED RO VII- SDO ISSUANCES (UPDATED)	DOCUMENT REFERENCE CODING SYSTEM (UPDATED)
Division Memorandum	DIVISION MEMORANDUM No. 000, s. YYYY	Division Memorandum	DIVISION MEMORANDUM No. 000 s. YYYY
Memorandum with Limited Application	MEMORANDUM MLA-YYYY-000	Memorandum with Limited Circulation	DIVISION MEMORANDUM AAA-YYYY-000
Division Advisory	Division Advisory No. 000, s. YYYY	Division Advisory	N/A
Inter-Office Memorandum	INTER-OFFICE MEMORANDUM AAA-IM-YYYY-000	Office Memorandum	OFFICE MEMORANDUM AAA-YYYY-000
N/A	N/A	Office Order	OFFICE ORDER OO-AAA-YYYY-000

3. For further reference, PAWIM-M-004 Documented Information Matrix & PAWIM-P-005 Documents Management Procedure can be accessed in DepEd Memorandum No. 14, s. 2022 through this link: bit.ly/DepEdNQMS. For the updated templates of the issuances, kindly refer to this link: <https://region7.deped.gov.ph/downloadables/>.
4. This Office also reiterates the strict compliance on the use of DepEd Manual of Style (DepEd Order No. 30, s. 2019) and DepEd Service Marks and Visual Identity Manual (DepEd Order No. 31, s. 2019) in all DepEd official communications (issuances and official documents).
5. Immediate dissemination of and compliance with this Memorandum is enjoined.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director



Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	1 of 16

A. RESPONSIBILITIES and AUTHORITIES

Document	Governance Level	Scope/ Scale	Duration	Process Holder (In charge for creation)	Review	Approval	Distribution (done after Registration)
DepEd Order (DO)	CO	DepEd-wide or National application	Long Term/ permanent	CO Bureaus and Services	Concerned Undersecretary (USec), Assistant Secretary (ASec)	Secretary	PAS-PD
DepEd Memorandum (DM)	CO	DepEd-wide or National Application	Short term/ temporary	CO Bureaus and Services	Concerned USec, ASec	Secretary	PAS-PD
Memorandum with Limited Application	CO	Selected Region and/or Schools Division	Short term/ temporary	CO Bureaus and Services	Concerned USec, ASec	Secretary	PAS-PD
DM with Limited Circulation	CO	Specific Program or specific ROs/SDOs/Schools	Short term/ temporary	Assistant Secretary, Bureau/ Service Directors Asst. Chief	ASec Division Chiefs	USec Bureau/ Service Directors	Process Holder/ USec In-charge
	RO	Specific Program; or specific SDOs/ Schools or officials	Short term/ temporary	Division Chiefs, Section/ Unit Heads	ARD	RD	Records Section – Administrative Division (AD)
	SDO	Specific schools or officials	Short term/ temporary	Division Chiefs, Section/ Unit Heads	ASDS	SDS	Records Unit – Administrative Service (AS)
Office Order (OO) and	CO	Within Central Office	Short term/ temporary	OSEC, USec, ASec	Secretary,	Secretary,	Process Holder/ USec In-charge

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	2 of 16

Document	Governance Level	Scope/ Scale	Duration	Process Holder (In charge for creation)	Review	Approval	Distribution (done after Registration)
Office Memorandum (OM)		Strand-wide	Short term/ temporary		Concerned USec, ASec	USec, ASec	
		Bureau/ Service-wide	Short term/ temporary	Bureau/ Service or Division Chiefs	Bureau/ Service Director III	Bureau/ Service Director IV	
	RO	Within Regional Office	Short term/ temporary	ORD, Division Chiefs, Section/ Unit Heads	ARD or Chief, Administrative Division	RD	Records Section - AD
	SDO	Within Schools Division Office only	Short term/ temporary	OSDS, Functional Divisions, Units, and Sections Heads	ASDS or Administrative Officer V-AS	SDS	Records Unit-AS
Regional Memorandum	RO	All SDOs, Schools Within the Region	Short term/ temporary	RD, ARD, Division Chiefs, Section/ Unit Heads	ARD	Regional Director	Records Section - AD
Division Memorandum	SDO	All Schools within the Schools Division	Short term/ temporary	SDS, ASDS, Division Chiefs, Section/Unit Heads	ASDS	SDS	Records Unit - AS
School Memorandum	School	Within the School (may include stakeholders)	Short term/ temporary	Program Head/ School Head	Program Head/ School Head	School Head	Records In-charge
Advisories	CO	DepEd-wide or Specific in Application	Short term/ temporary	PAS	OUPFO & CO offices	OUPFO	PAS-PD

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	3 of 16

Document	Governance Level	Scope/ Scale	Duration	Process Holder (In charge for creation)	Review	Approval	Distribution (done after Registration)
QMS Manual	All Governance Levels	DepEd-wide or National in application	Long term, subject for annual review	NQMS Core Team	QMR	Secretary	Records Division – Administrative Service (AS)
PAWIM (including attachments)	All Governance Levels	DepEd-wide or National in application	Long term, subject for annual review	NQMS Core Team	QMR	Secretary	Records Division – Administrative Service (AS)
Planning Documents and Operations Manual	CO	Bureau/Service-wide	Short term, Subject for quarterly Review	Bureau/ Service Director	CO-QMR (if needed)	USec/ASec	Lead, KMT
	RO	RO		Functional Division Chiefs	RO-QMR (if needed)	RD	Lead, KMT
	SDO	SDO		Functional Division Chiefs	SDO-QMR (if needed)	SDS	Lead, KMT
	School	School		Program Owners	School QMR (if needed)	School Head	Lead, KMT
Forms and Templates	CO	DepEd-wide or Specific in Application	Long or short term, Subject for review	OSEC, Bureau/ Service Divisions, Sections, Units	ASec, USec Bureau/Service Director	Secretary, CO-QMR USec/ASec	Lead, KMT
	RO	Regionwide or within RO only	Long or short term, Subject for review	Functional Divisions, Sections, Units	RO-QMR	RD	Lead, KMT

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	4 of 16

Document	Governance Level	Scope/ Scale	Duration	Process Holder (In charge for creation)	Review	Approval	Distribution (done after Registration)
	SDO	Division-wide or within the SDO only	Long or short term, Subject for review	Functional Divisions, Sections, Units	SDO-QMR	SDS	Lead, KMT
	School	School	Long or short term, Subject for review	Specific Process	School QMR	School Head	Lead, KMT
Request For Action (RFA)	All	Depends on the nature of the Nonconformity or Opportunity for Improvement	1 year	Process Holders	Refer to PAWIM-M-003 (Nonconformity Detection and Control Matrix)		

B. DOCUMENT REFERENCE CODING SYSTEM

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
DepEd Order (DO)	CO	DepEd O R D E R No. 000 s. YYYY e.g. DepEd O R D E R No. 009 s. 2021	000 – number series YYYY – year released	PAS-PD
DepEd Memorandum (DM)	CO	DepEd M E M O R A N D U M No. 000 s. YYYY	000 – number series YYYY – year released	PAS-PD

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	5 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
		e.g. DepEd MEMORANDUM No. 035 s. 2020		
Memorandum with Limited Application	CO	MEMORANDUM No. 000 s. YYYY MEMORANDUM No. 001 s. 2021	000 – number series YYYY – year released	PAS-PD
DepEd Memorandum with Limited Circulation	CO	MEMORANDUM DM-AAAA-YYYY-000 e.g. MEMORANDUM DM-OUCI-2021-001	DM – constant code for DepEd Memo AAAA – strand code OSEC – Office of the Secretary OUA – Office of the Undersecretary for Administration OUCI – Office of the Undersecretary for Curriculum and Instruction OUF – Office of the Undersecretary for Finance Service OUHROD - Office of the Undersecretary for Human Resource and Organizational Development OULA - Office of the Undersecretary for Legal Affairs OULAPP – Office of the Undersecretary for Legislative Affairs, External Partnerships, and Project Management Service OURO – Office of the Undersecretary for Field Operations, Employee Welfare, Personnel, and DEACO	Person In-Charge under each strand

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Republic of the Philippines
Department of Education
 QUALITY MANAGEMENT SYSTEM
DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	6 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
			OASCI – Office of the Assistant Secretary for Curriculum and Instruction OASF – Office of the Assistant Secretary for Finance OAGA – Office of the Assistant Secretary for Alternative Learning System OASLA – Office of the Assistant Secretary for Legal Affairs OASNASFO – Office of the Assistant Secretary for National Academy of Sports and Field Operations OASPA – Office of the Assistant Secretary for Procurement and Administration YYYY - year released 000 - number series	
	RO	REGIONAL MEMORANDUM AAA-YYYY-000 e.g. REGIONAL MEMORANDUM ORD-2021-001	AAA – functional division code ORD – Office of the Regional Director ASD – Administrative Services Division CLMD – Curriculum and Learning Management Division ESSD – Education Support Services Division FIN – Finance Division FTAD – Field Technical Assistance Division HRDD – Human Resource Development Division PPRD – Policy, Planning, and Research Division QAD – Quality Assurance Division YYYY - year released	Records Section - AD

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	7 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
			000 - number series	
	SDO	DIVISION MEMORANDUM AAA-YYYY-000 e.g. DIVISION MEMORANDUM CID-2021-001	AAA – functional division code OSDS – Office of the Schools Division Superintendent CID – Curriculum Implementation Division SGOD– School Governance and Operations Division YYYY - year released 000 - number series	Records Unit – AS
Office Order (OO) Office Memorandum (OM)	CO	OFFICE ORDER OO-AAAA-YYYY-000 OFFICE MEMORANDUM OM-AAAA-YYYY-000 e.g. OFFICE ORDER OO-OUA-2021-001 OFFICE MEMORANDUM OM-OUF-2021-001	OO – constant code for Office Order OM – constant code for Office Memo AAAA – strand code OSEC – Office of the Secretary OUA – Office of the Undersecretary for Administration OUCI – Office of the Undersecretary for Curriculum and Instruction OUF – Office of the Undersecretary for Finance Service OUHROD - Office of the Undersecretary for Human Resource and Organizational Development OULA - Office of the Undersecretary for Legal Affairs OULAPP – Office of the Undersecretary for Legislative Affairs, External Partnerships, and Project Management Service	Person In-Charge under each strand

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	8 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
			<p>OURO – Office of the Undersecretary for Field Operations, Employee Welfare, Personnel, and DEACO</p> <p>OASCI – Office of the Assistant Secretary for Curriculum and Instruction</p> <p>OASF – Office of the Assistant Secretary for Finance</p> <p>OAGA – Office of the Assistant Secretary for Alternative Learning System</p> <p>OASLA – Office of the Assistant Secretary for Legal Affairs</p> <p>OASNASFO – Office of the Assistant Secretary for National Academy of Sports and Field Operations</p> <p>OASPA – Office of the Assistant Secretary for Procurement and Administration</p> <p>YYYY - year released 000 - number series</p>	
	RO	<p>OFFICE MEMORANDUM AAA-YYYY-000</p> <p>E.g. OFFICE MEMORANDUM HRD-2021-001</p>	<p>AAAA – functional division code</p> <p>ORD – Office of the Regional Director</p> <p>ASD – Administrative Services Division</p> <p>CLMD – Curriculum and Learning Management Division</p> <p>ESSD – Education Support Services Division</p> <p>FIN – Finance Division</p> <p>FTAD – Field Technical Assistance Division</p> <p>HRDD – Human Resource Development Division</p>	Records Section-AD

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	9 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
			PPRD – Policy, Planning, and Research Division QAD – Quality Assurance Division YYYY - year released 000 - number series	
	SDO	OFFICE MEMORANDUM AAA-YYYY-000 E.g. OFFICE MEMORANDUM SGO-2021-001	AAAA – functional division code OSDS – Office of the Schools Division Superintendent CID – Curriculum Implementation Division SGOD– School Governance and Operations Division YYYY - year released 000 - number series	Records Unit – AS
Regional Memorandum	RO	REGIONAL MEMORANDUM No. 000 s. YYYY e.g. REGIONAL MEMORANDUM No. 001 s. 2021	000 – number series YYYY – year released	Records Section – AD
Division Memorandum	SDO	DIVISION MEMORANDUM No. 000 s. YYYY e.g. DIVISION MEMORANDUM No. 001 s. 2021	000 – number series YYYY – year released	Records Unit – AS
School Memorandum	School	SCHOOL MEMORANDUM No. 000 s. YYYY	000 – number series YYYY – year released	

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	10 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
		e.g. SCHOOL MEMORANDUM No. 001 s. 2021		
Advisories	CO	Advisory No. 00, s. YYYY Date: Month Day, Year In compliance with DepEd Order No. 8, s. 2013 This Advisory is issued for the information of DepEd officials, personnel/staff, as well as the concerned public. (Visit www.deped.gov.ph)	000 – number series YYYY – year released Month – month of release Day – day of release Year - year of release	CO: PAS-PD
QMS Manual	All	N/A	N/A	Records Division – Administrative Service
PAWIM (including attachments)	All	PAWIM-X-000	X – document type P – procedure F – Form M – matrix/table 000 – number series	Records Division – Administrative Service
Planning Documents (SWOT Matrix, Risk Registry, Opportunity Registry, OPCR, List of Interested Parties)	All	PAWIM-F-003 PAWIM-F-004 PAWIM-F-005	PAWIM-F-003 – code for SWOT PAWIM-F-004 – code for Risk Registry PAWIM-F-005 – Code for Opportunity Registry	Records Division – Administrative Service

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Republic of the Philippines
Department of Education
 QUALITY MANAGEMENT SYSTEM
DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	11 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
Operations Manual (Table of Contents, Template, Quality Control Plans)	All	OpsManual	OpsManual is placed as a code in the Table of Contents, Template, and Quality Control Plans to indicate that these documents are compiled into one integrated Operations Manual.	KMT
Forms and Templates	CO	CO-AAAA-F000 e.g. CO-BHROD-F001	CO – constant code for Central Office AAAA- Strand Code OSEC – Office of the Secretary, EXECOM AS – Administrative Service BCD - Bureau of Curriculum Development BEA - Bureau of Education Assessment BLD - Bureau of Learning Delivery BLR - Bureau of Learning Resources BHROD - Bureau of Human Resources and Organizational Development BLSS - Bureau of Learner Support Services DRRMS - Disaster Risk Reduction and Management Service EPS – External Partnership Service FS – Finance Service IAS – Internal Audit Service ICO – International Cooperation Office ICTS - Information and Communications Technology Service LS – Legal Service NEAP - National Educators' Academy of the Philippines PAS - Public Affairs Service PMS - Project Management Service ProcMS - Procurement Management Service PS - Planning Service F – constant code to indicate a Form	Lead, KMT

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	12 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
	RO	RO-AAAA-F000 e.g. RO-QAD-F001	<p>000 – number series</p> <p>RO – Constant code for Regional Office</p> <p>AAAA – functional division code</p> <p>ORD – Office of the RD, ARD, including Units</p> <p>ASD – Administrative Service Division</p> <p>CLMD – Curriculum and Learning Management Division</p> <p>ESSD – Education Support Services Division</p> <p>FTAD – Field Technical Assistance Division</p> <p>FIN – Finance Division</p> <p>HRDD – Human Resource Development Division</p> <p>QAD – Quality Assurance Division</p> <p>PPRD – Policy, Planning, and Research Division</p> <p>F – constant code to indicate a Form</p> <p>000 – number series</p>	Lead, KMT
	SDO	SDO-AAA-F000 e.g. SDO-SGOD-F001	<p>SDO – constant code for Schools Division Office</p> <p>AAAA – functional division code</p> <p>OSDS – Office of the Schools Division Superintendent, ASDS, including Admin, Finance, ICT, and Legal</p> <p>CID – Curriculum Implementation Division</p> <p>SGOD – School Governance and Operations Division</p> <p>F – constant code to indicate a Form</p> <p>000 – number series</p>	Lead, KMT
	School	SCH-AAAA-F000 e.g. SCH-ACAD-F001	<p>SCH – constant code for school</p> <p>AAAA – group code</p> <p>OSH – Office of the School Head</p> <p>ACAD – Academic Group</p> <p>OLSG – Operations and Learners Support Group</p> <p>F – constant code to indicate a Form</p>	Lead, KMT

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Republic of the Philippines
Department of Education
 QUALITY MANAGEMENT SYSTEM
DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	13 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
			000 – number series <i>NOTE:</i> This does not include school forms created by the Central Office. The code shall only be used for forms which are created within the School Level.	
Request For Action (RFA)	CO	RFA-YYYY-AAAA-000 e.g. RFA-2021-BCD-001	RFA – constant code for Request for Action YYYY –year when the RFA is issued AAAA – bureau/service code OSEC – Office of the Secretary, EXECOM AS – Administrative Service BCD - Bureau of Curriculum Development BEA - Bureau of Education Assessment BLD - Bureau of Learning Delivery BLR - Bureau of Learning Resources BHROD - Bureau of Human Resources and Organizational Development BLSS - Bureau of Learner Support Services DRRMS - Disaster Risk Reduction and Management Service EPS – External Partnership Service FS – Finance Service IAS – Internal Audit Service ICO – International Cooperation Office ICTS - Information and Communications Technology Service LS – Legal Service NEAP - National Educators' Academy of the Philippines PAS - Public Affairs Service PMS - Project Management Service ProcMS - Procurement Management Service PS - Planning Service 000 – number series	Lead, KMT

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	14 of 16

Document	Governance Level	Reference Code	Code Definitions	Registration In-Charge
	RO	RFA-YYYY-AAA-000 e.g. RFA-2021-FTAD-001	RFA – constant code for Request for Action YYYY –year when the RFA is issued AAAA – functional division code ORD – Office of the RD, ARD, including Units ASD – Administrative Service Division CLMD – Curriculum and Learning Management Division ESSD – Education Support Services Division FTAD – Field Technical Assistance Division FIN – Finance Division HRDD – Human Resource Development Division QAD – Quality Assurance Division PPRD – Policy, Planning, and Research Division 000 – number series	Lead, KMT
	SDO	RFA-YYYY-AAAA-000 e.g. RFA-2021-OSDS-001	RFA – constant code for Request for Action YYYY –year when the RFA is issued AAAA – functional division code OSDS – Office of the Schools Division Superintendent, ASDS, including Admin, Finance, ICT, and Legal CID – Curriculum Implementation Division SGOD – School Governance and Operations Division 000 – number series	Lead, KMT
	School	RFA-YYYY-AAAA-000 e.g. RFA-2021-OSH-001	RFA – constant code for Request for Action YYYY –year when the RFA is issued AAAA – group code OSH – Office of the School Head ACAD – Academic Group OLSG – Operations and Learners Support Group 000 – number series	Lead, KMT

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Republic of the Philippines
Department of Education
 QUALITY MANAGEMENT SYSTEM
DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	15 of 16

C. ACCESS MATRIX

Access Codes:



Restricted



View Only



View and Edit

Document	Process Holder (refer to Table A)	CO Employees	RO Employees	SDO Employees	School Employees	The Public (Stakeholders)
DepEd Order (DO)						
DepEd Memorandum (DM)						
Memorandum with Limited Application from CO						
Office Order (OO) from CO						
Office Order (OO) from RO						
Office Order (OO) from SDO						
Office Memorandum (OM) from CO						
Office Memorandum (OM) from RO						
Office Memorandum (OM) from SDO						
Regional Memorandum (RM)						
Regional Memo with Limited Application from RO						
Division Memorandum						
Division Memo with Limited Application from SDO						
School Memorandum						
Advisory from CO						
Advisory from RO						
Advisory from SDO						
Advisory from School						

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Republic of the Philippines

Department of Education

QUALITY MANAGEMENT SYSTEM

DOCUMENTED INFORMATION MATRIX

Doc. Ref. Code:		
PAWIM-M-004		
Rev	Effective	Page
01	03.28.2022	16 of 16

Document	Process Holder (refer to Table A)	CO Employees	RO Employees	SDO Employees	School Employees	The Public (Stakeholders)
QMS Manual	✍	🔍	🔍	🔍	🔍	🔒
PAWIM (including attachments)	✍	🔍	🔍	🔍	🔍	🔒
Planning Documents – CO Level	✍	🔍	🔒	🔒	🔒	🔒
Planning Documents – RO Level	✍	🔒	🔍	🔒	🔒	🔒
Planning Documents – SDO Level	✍	🔒	🔒	🔍	🔒	🔒
Planning Documents – School Level	✍	🔒	🔒	🔒	🔍	🔒
Operations Manual – CO Level	✍	🔍	🔒	🔒	🔒	🔒
Operations Manual – RO Level	✍	🔒	🔍	🔒	🔒	🔒
Operations Manual – SDO Level	✍	🔒	🔒	🔍	🔒	🔒
Operations Manual – School Level	✍	🔒	🔒	🔒	🔍	🔒
Forms and Templates	✍	🔒	🔒	🔒	🔒	🔒

Endorsed by:

WILFREDO E. CABRAL
Quality Management Representative

Approved by:

LEONOR MAGTOLIS BRIONES
Secretary

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