

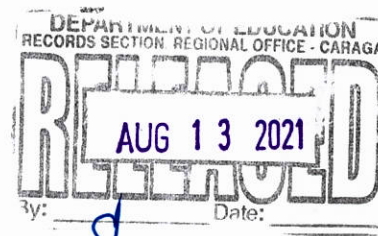


Republic of the Philippines
Department of Education
CARAGA REGION

August 13, 2021

REGIONAL MEMORANDUM
No. 619s, 2021

To: SDS JOSITA B. CARMEN
Surigao del Sur Division
This Region



TECHNICAL WORKING GROUP FOR THE FINALIZATION OF THE PROCEDURES
AND WORK INSTRUCTIONS MANUAL (PAWIM)

1. This has reference to the DepEd Memorandum signed by OIC-Undersecretary of Human Resource and Organizational Development HON. WILFREDO E. CABRAL regarding the Workshop for the Technical Working Group for the Finalization of the Procedures and Work Instructions Manual (PAWIM).
2. Anent to this, you are requested to recommend your Quality Management Committee (QMR) Chairman to attend the above-mentioned activity which will be conducted virtually on August 17, 18, 24 and 31, 2021, respectively.
3. Attached is the DepEd Memorandum for reference as well as the Form to be filled out by the participant and be emailed today, August 13, 2021 thru this email address at **nqmssupport@deped.gov.ph**
4. For information, guidance and compliance.

EVELYN R. FETALVERO, CESO IV
Regional Director

Encls.: Recommendation Template
Reference: DM-HRODICO-2021-005
To be indicated in the Perpetual Index
under the following subjects:

ATTY. FIEL Y. ALMENDRA, CESO V
Director III

MANUAL PROCEDURES TECHNICAL WORKING GROUP

FTA/cmn
08/13/21



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Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 1 to Regional Memo No. 619, s.2021

August 13, 2021

WILFREDO E. CABRAL

Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

Sir:

This region recommends _____, the _____
(name) (position)
of _____ to be a member of the Technical
(RO functional division/name of SDO)
Working Group (TWG) for the finalizing of the Procedures and Work Instructions Manual
(PAWIM).

It is understood that Mr./Ms. _____ commits to participating in the
series of workshops to review and synthesize the PAWIM which shall contribute to the
institutionalization of the Quality Management System in the department.

Thank you very much.

Very truly yours,

JOSITA B. CARMEN
Schools Division Superintendent
Surigao del Sur Division



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
AND INTERNATIONAL COOPERATION OFFICE

MEMORANDUM
DM-HRODICO-2021-0005

TO : ALL REGIONAL DIRECTORS

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

SUBJECT : TECHNICAL WORKING GROUP FOR THE FINALIZATION
OF THE PROCEDURES AND WORK INSTRUCTIONS
MANUAL (PAWIM)

DATE : 3 August 2021

The Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHRD-OED) shall form a **Technical Working Group (TWG)** that will review, synthesize and finalize the **Procedures and Work Instructions Manual (PAWIM)** as part of the Documentary Requirements in establishing the National Quality Management System (NQMS).

The TWG-PAWIM shall:

1. Review and finalize the eight (8) procedures and work instructions that compose the PAWIM, which are as follows:
 - a. Client Feedback Management Procedure
 - b. Control of Nonconforming Outputs Procedure
 - c. Corrective Action Procedure
 - d. Document Management Procedure
 - e. Internal Quality Audit Procedure
 - f. Management Review Procedure
 - g. Organizational Knowledge Procedure
 - h. Risk Planning Guidelines

The draft PAWIM can be accessed at <http://bit.ly/DepEdPAWIM>.

2. Provide inputs on the different forms and other documented information which may be needed in these procedures; and
3. Recommend additional procedures and work instructions that are necessary for the PAWIM concerning the QMS Structure.

The TWG-PAWIM shall be composed of one (1) representative per region. The details to be considered in selecting a representative are indicated in the attached *Annex A*. Kindly submit a letter of recommendation, following the format attached in *Annex C*, on or before *Friday, August 13, 2021*, to nqmssupport@deped.gov.ph.

The assigned TWG-PAWIM members are required to revisit their local QMS procedures relating to the processes in the PAWIM. Their inputs, particularly on the **activities** and **forms** used per procedure are essential to the workshops. The workshop matrix is attached as *Annex B* of this memorandum.

For any inquiries or concerns, you may email the NQMS Secretariat at nqmssupport@deped.gov.ph.

Thank you.

[BHROD-OED/R.Melad]

Annex A: Composition of the TWG-PAWIM (1 representative per Region):

REGION	From RO/SDO	Lead Internal Quality Auditor	Lead Document Controller	Quality Management Representative
I	SDO	✓		
II	SDO		✓	
III	RO			✓
CALABARZON	SDO			✓
MIMAROPA	RO		✓	
V	SDO	✓		
CAR	RO	✓		
NCR	SDO			✓
VI	SDO	✓		
VII	RO		✓	
VIII	RO			✓
IX	SDO	✓		
X	RO		✓	
XI	RO	✓		
XII	SDO		✓	
CARAGA	SDO			✓

***NOTE:** Since there might be multiple SDOs in a Region who are already QMS Certified, the **Regional Directors** are requested to choose a TWG member among these QMS-certified SDOs should the Region is assigned to select a TWG member coming from the SDO.*

Annex B: Matrix of Workshops for TWG-PAWIM

The TWG-PAWIM shall have a series of virtual workshops with the following schedules:

DATE	TIME	ACTIVITY
Tuesday, August 17, 2021	8:30 AM – 4:30 PM	Introduction to the PAWIM Roles of TWG-PAWIM Review and Synthesis of: 1. Risk Planning Guidelines 2. Organizational Knowledge Procedure
Thursday, August 19, 2021		Review and Synthesis of: 3. Internal Quality Audit Procedure 4. Control of Nonconforming Outputs Procedure 5. Corrective Action Procedure
Tuesday, August 24, 2021		Review and Synthesis of: 6. Document Management Procedure
Tuesday, August 31, 2021		Review and Synthesis of: 7. Client Feedback Management Procedure 8. Management Review Procedure

NOTE: Depending on the pacing of the workshops, the activities assigned per date might change.