
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDO-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	<b>DIVISION MEMO. No. 347, s. 2018</b>		Name of Office: OSDS

**TO :** Members of the Continuous Improvement Group (CIG)  
 ICTU Coordinator

**FROM :** Office of the Schools Division Superintendent

**SUBJECT:** **UNCODING OF THE EXTERNAL FORMS AS PART OF THE DIVISION'S LIST OF QUALITY FORMS & CHANGING OF THE ORGANIZATIONAL NAME OF DEPED PAMPANGA**

**DATE :** July 20, 2018

1. As part of the ongoing review of our procedure manuals, work instruction manuals, and quality forms, this Office informs all concerned units and sections that all external quality forms included in our list of quality manuals shall no longer be assigned codes effective July 23, 2018.
2. The decision of the Management Review Committee came after through the recommendation of the external auditor that they be taken out of the long list of Quality Forms being declared by the Schools Division Office.
  - a. The number large number of quality forms used within the division makes it difficult to monitor the use of these in various purposes.
  - b. Only internal quality forms and other localized national and regional quality forms shall likewise be included in the list of division QFs
3. Thus, it is required that all units review all the quality forms being used and decide on which ones to retain.
4. Likewise, effective July 23, 2018 the official organizational name of Schools Division of Pampanga shall become Schools Division Office of Pampanga (SDO Pampanga). Hence, all concerned are directed to use the new organizational name in all communications bearing the name of the organization.
5. SDO Pampanga extends appreciation and thanks over the strong support and commitment of everyone in our ISO certification endeavor.
6. Wide dissemination of this Memorandum to all concerned is earnestly desired.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
 Schools Division Superintendent