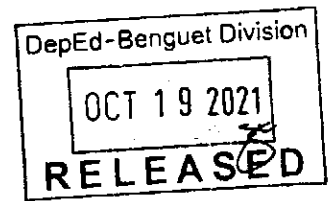




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



October 18, 2021

**DIVISION MEMORANDUM**

No. 406s.2021

**GUIDANCE IN THE PROGRAM PARTS OF DIVISION, DISTRICT, AND SCHOOL ACTIVITIES**

**TO: OSDS Division**  
**Curriculum Implementation Division**  
**Schools Governance Division**  
**Public Schools District Supervisors**  
**School Heads**  
**All Others Concerned**

1. To provide uniformity in the conduct of Division, District, and School activities, this Office issues program formats for the guidance of all concerned.
2. These program formats shall be followed in activities conducted online, on-site, or blended.
3. The Office of the Schools Division Superintendent shall be given a copy of the Program Invitation at least two days before the actual conduct of the activity for delegation of program role in cases of unavailability or conflict of schedules.
4. Please be guided by the following Program parts as follows:
  - A. Flag Raising Ceremony**  
National Anthem  
Prayer  
Cordillera Hymn  
Benguet Hymn  
Panunumpa sa Watawat  
Panunumpa ng Lingkod Bayan (*see Enclosure 1*)  
Quality Policy (*see Enclosure 2*)  
Food for Thought  
Movement/Exercise  
Announcements from Functional Divisions or Units  
SDS's Greetings/Reminders



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

---

**B. DepEd – Benguet Training, Seminars, Fora, Conferences**

**i. Opening Program**

National Anthem  
Prayer  
Cordillera Hymn  
Benguet Hymn  
Quality Policy  
Acknowledgement of Participants  
Welcome Remarks (*by the Chief or Head of the Office where the program or activity is lodged*)  
Message (*by the Schools Division Superintendent*)  
Statement of Purpose (*by the Program Owner or Focal Person*)

**ii. Closing Program of a Training**

Nationalistic Song  
Prayer  
Result of Evaluation  
Participant/s' Impressions  
Challenge (*by SDS or Representative as delegated*)  
Acceptance of Challenge  
Awarding of Certificates  
Acknowledgement (*by Chief or Head of the Office holding the program or representative as delegated*)  
Closing Prayer

**iii. Closing Program of a Seminar, Forum, Conference**

Nationalistic Song  
Prayer  
Message (*by SDS or Representative as delegated*)  
Awarding of Certificates  
Acknowledgement (*by Chief or Head of the Office holding the program or representative as delegated*)  
Closing Prayer

**iv. Occasions that call for External Stakeholders**

National Anthem  
Opening Prayer  
Cordillera Hymn  
Benguet Hymn  
Quality Policy  
Acknowledgement of Participants  
Welcome Remarks (*to include rationale of gathering; by SDS*)



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

---

*or representative as delegated)*

Intermission

MESSAGES (*speakers in ascending order*)

- Speakers of the lower ranks first
- Speakers of the highest rank last to be introduced before he / she speaks

Intermission

Acknowledgement (*by ASDS or representative as delegated*)

Closing Prayer

**v. Other Activities like BAC, HRMPSB, PRAISE, Informal Meetings**

Opening Prayer

Greetings and Orientation or Statement of Purpose


Meeting/Session/Activity Proper

Open Forum/Clarification Time

Agreements/Acknowledgement

Closing Prayer

5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

---

**ENCLOSURE 1**

**PANUNUMPA NG LINGKOD BAYAN**

**AKO'Y ISANG LINGKOD BAYAN**

**KATUNGKULAN KO ANG MAGLINGKOD / NANG BUONG KATAPATAN  
AT KAHUSAYSN / AT MAKATULONG SA KATATAGAN AT KAUNLARAN  
NG AKING BAYAN.**

**SISIKAPIN KONG PATULOY NA MARAGDAGAN / ANG AKING  
KAALAMAN.**

**MAGIGING BAHAGI AKO / NG KAAYUSAN AT KAPAYAPAAN SA  
PAMAHALAAN  
/ SUSUNOD AT TUTULONG AKO / SA PAGPAPATUPAD NG MGA  
UMIIRAL NA  
BATAS AT ALITUNTUNIN / NANG WALANG KINIKILINGAN.**

**ISASAALANG-ALANG KO ANG INTERES NG NAKARARAMI / BAGO ANG  
PANSARILI KONG KAPAKANAN.**

**ISUSULONG KO ANG MGA PROGRAMANG MAG-AANGAT / SA ANTAS  
NG KABUHAYAN NG MAMAMAYAN / AKTIBO AKONG MAKIKIBAHAGI /  
SA MGA DAKILANG LAYUNIN SA LIPUNAN.**

**HINDI AKO MAGIGING BAHAGI / AT ISISIWALAT KO ANG ANUMANG  
KATIWALIAN / NA MAKAKAABOT SA AKING KAALAMAN.**

**GAGAWIN KONG KAPAKI-PAKINABANG ANG BAWAT SANDALI. /  
SA LAHAT NG PANAHON, / SISIKAPIN KONG MAKATUGON /  
SA MGA HAMON SA LINGKOD BAYAN.**

**ANG LAHAT NG ITO / PARA SA ATING DAKILANG LUMIKHA /  
AT SA ATING BAYAN.**

**KASIHAN NAWA AKO NG MAYKAPAL.**



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Benguet

**ENCLOSURE 2**



Republic of the Philippines  
**Department of Education**

24 FEB 2021

DepEd ORDER  
No. **009** s. 2021

**INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM  
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
Division Chiefs  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed Guidelines on the **institutionalization of a Quality Management System (QMS)** certifiable to ISO 9001 standards toward consistent, effective and efficient delivery of basic education services across all levels of governance: central office, regional offices, schools division offices, and schools/community learning centers (CLCs).
2. This is pursuant to Executive Order No. 605, s. 2007 titled *Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program (GQMP)*, which directs all departments and agencies of the Executive branch to adopt a QMS as part of the implementation of a government-wide quality management program.
3. Furthermore, this is in line with the Department's thrust to deliver citizen-centric quality public service as evidenced by its consistent accomplishment of agency performance targets.
4. This Order aims to provide DepEd offices and schools/CLCs with guidelines and standards to integrate DepEd internal systems and processes, upgrade people capacity, ensure consistency in the delivery of quality services, and foster continuous improvement that will result in enhanced and sustained client satisfaction. Private educational institutions are encouraged to adopt these guidelines and establish a QMS.
5. All other QMS-related DepEd issuances, rules and regulations, as well as provisions, which are inconsistent with this policy are repealed, rescinded, or modified accordingly.
6. For more information, please contact the **Bureau of Human Resource and Organizational Development**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [nqmsupport@deped.gov.ph](mailto:nqmsupport@deped.gov.ph) or at telephone number (02) 8633-5375.



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

**VI. DepEd Quality Policy Statement (QPS)**

The QPS is the articulation of DepEd's commitment to implement the National QMS in accordance with the agency's mandate, Vision, Mission, and Core Values. In essence, the QPS is the embodiment of the overall intention and direction of DepEd's top management in relation to quality.

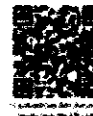
The Department of Education is committed to provide learners with quality basic education that is accessible, inclusive, and liberating through:

- Proactive leadership
- Shared governance
- Evidence-based policies, standards, and programs
- Responsive and relevant curricula
- Highly competent and committed officials, and teaching and non-teaching personnel
- An enabling learning environment

The Department upholds the highest standards of conduct and performance to fulfill stakeholders' needs and expectations by adhering to constitutional mandates, statutory, and regulatory requirements, and sustains client satisfaction through continuous improvement of the Quality Management System."

**All ISO-certified DepEd Offices and public elementary, junior high, and senior high schools shall post a copy of the QPS within the respective premises. The QPS shall be posted through bulletin boards and/or at least three (3) conspicuous places and shall be uploaded on the official website of the office or school.**

**The QPS must be recited by teaching and non-teaching personnel during the conduct of the Flag Ceremony. It may also be included in the preliminary activities**



of CO, RO, and SDO programs. In the case of Schools, it may be included during the preliminary activities of Faculty Meetings, Learning Action Cell (LAC) Sessions, or any other similar activity. The purpose of the QPS is to build a culture of quality within the Department. It serves as a reminder for each DepEd employee to uphold their commitment to citizen-centric quality public service.