February 21, 2024

**SCHOOL MEMORANDUM**

**No. 012, s. 2024**

**SCHOOL CODES TO BE USED IN THE QUALITY MANAGEMENT SYSTEM (QMS)**

To: Teaching and Non-Teaching Personnel

 All Other Concerned

1. Compliance to **Executive** **Order No. 605, s. 2007**, Institutionalizing the Structure, Mechanism, and Standards to Implement the Government Quality Management Program (GQMP) and in reference to QMS Manual and Procedures and Work Instructions Manual (PAWIM), this office has set the codes to be used in the school QMS.
2. Enclosed are the list of PAWIM Codes, Documents, and Process Codes.
3. Strict compliance and immediate dissemination of this memorandum is earnestly desired.

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 **NANETH P. SALVADOR, EdD**

 Principal I

ESR/SM No. 012, s.2024

 02/21/24

*Enclosure 1*

**Procedures and Work Instructions Manual (PAWIM) CODES**

|  |  |
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| Management Review………………………………………………………. | PAWIM-P-001 |
| Management Review Agenda……………………………………………. | PAWIM-M-002 |
| Management Review Matrix……………………………………………… | PAWIM-M-001 |
| Notice of Meeting Template………………………………………………. | PAWIM -F-002 |
| Minutes of the Management Committee Meeting Template……… | PAWIM-F-001 |
| Risk Management………………………………………………………….. | PAWIM-P-002 |
| Risk & Opportunity Monitoring and Review Form…………………. | PAWIM-F-006 |
| SWOT Matrix………………………………………………………………... | PAWIM-F-003 |
| Risk Registry………………………………………………………………… | PAWIM-F-004 |
| Opportunity Registry……………………………………………………… | PAWIM-F-005 |
| Internal Quality Audit…………………………………………………….. | PAWIM-P-002 |
| Remote Audit Matrix………………………………………………………. | PAWIM-M-003 |
| Audit Checklist Template………………………………………………… | PAWIM-F-009 |
| Audit Report Template……………………………………………………. | PAWIM-F-010 |
| Auditor Evaluation………………………………………………………… | PAWIM-F-011 |
| Audit Program………………………………………………………………. | PAWIM-F-007 |
| Audit Itinerary………………………………………………………………. | PAWIM-F-008 |
| Corrective Action…………………………………………………………… | PAWIM-P-004 |
| Nonconformity Detection and Control Matrix……………………….. | PAWIM-M-003 |
| RFA Monitoring Sheet…………………………………………………….. | PAWIM-F-013 |
| Request for Action Form…………………………………………………. | PAWIM-F-012 |
| Documented Information Management………………………………. | PAWIM-P-005 |
| Documented Information Matrix……………………………………….. | PAWIM-M-004 |
| Document Master List Template……………………………………….. | PAWIM-F-015 |
| Document Review and Approval Form………………………………… | PAWIM-F-014 |
| Knowledge Management………………………………………………….. | PAWIM-P-006 |
| Knowledge Matrix………………………………………………………….. | PAWIM-M-005 |
| Training and Advocacy……………………………………………………. | PAWIM-P-007 |
| Attendance Sheet Template……………………………………………… | PAWIM-F-018 |
| Registration Form………………………………………………………….. | PAWIM-F-017 |
| Training Proposal Form…………………………………………………... | PAWIM-F-016 |
| Citizen/Client Satisfaction Feedback Management………………... | PAWIM-P-008 |
| CCSFM Matrix……………………………………………………………… | PAWIM-M-006 |
| Citizens/Client Satisfaction Survey Form……………………………. |  |

*Enclosure 2*

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| **DOCUMENT** | **TYPE OF DOCUMENT** | **PROCESS CODE** |
| School Memorandum | SM | 001 |
| Notice of Meeting | NOM | 002 |
| Minutes of Meeting (Faculty ad Department) | MOM | 003 |
| Mintes of Meeting (HRPTA) | MOM | 004 |
| Individual Work Plan | IWP | 005 |
| Club Action Plan | CAP | 006 |
| Subject Work Plan | SWP | 007 |
| Developmental Work Plan | DWP | 008 |
| Learning Outcomes Assessment | LOA | 009 |
| Least Mastered Skills | LMS | 010 |
| Teachers Quadrant | TQ | 011 |
| School Based Accomplishment Report | AR | 012 |
| Work Financial Plan | FP | 013 |
| Annual Plan | AP | 014 |
| Financial Report | FR | 015 |
| Monitoring and Evaluation | ME | 016 |
| Lesson Plan and Lesson Logs | LPLL | 017 |
| Weekly Home Plan | WHP | 018 |
| Classroom Observation of Teachers | COT | 019 |
| Letters | LET | 020 |
| Quarterly Grading Sheet | QGS | 021 |
| Progress Report for Students | PR | 022 |
| Budget of Work | BOW | 023 |
| Technical Working Group | TWG | 024 |
| Terms of Reference/Role and Responsibilities | TOR | 025 |
| Attendance | ATT | 026 |
| Departmental Procedure | DP | 027 |
| Activity Proposal | AP | 028 |
| Activity Accomplishment Report | AAR | 029 |
| Students Organization/SSLG | SSLG | 030 |
| GO – Certificate of Enrolment | COE | 031 |
| GO – Certificate of Good Moral | COGM | 032 |
| HR – Certificate of Employment | COE | 033 |
| HR – Service Record | SR | 034 |
| HR – Pass Slip | PS | 035 |
| HR – Locator Slip | LS | 036 |
| GO – Home Visitation Form | HVF | 037 |
| GO – Request Form for SF10 | RF | 038 |
| L&D Plan  | LDP | 039 |
| L&D Report | LDR | 040 |
| Teachers Profile | TP  | 041 |
| SDRRM Team | SDRRMT | 042 |
| *NOTE: You may ask the Quality Management Representative for the Types of Documents and Process Codes for the documents not listed above.*  |