



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 30, 2020

OFFICE MEMORANDUM

No. **148**, s. 2020

To: Regional Office Division Chiefs
ISO Team Leaders
Section/Unit Heads
All Others Concerned

**REVISION OF OPERATIONS MANUALS, QUALITY PROCEDURES,
AND QUALITY MANUALS TO VERSION 5.0**

1. In view of the implementation of the unified DepEd documentation format and style and the recent changes and enhancements in some of the processes for continuous improvement, this Office, through the Documented Information Team (DIT) hereby directs all ISO Teams, Regional Functional Division Chiefs, Unit and Section Heads to start reviewing and revising their Operations Manual, Quality Manual, and Quality Procedure Processes on April 1, 2020.
2. The schedule for the final revisions of these manuals and procedures and their evaluation with and by the DIT to ensure conformance with the standards shall be set in a separate memorandum once the current national situation will subside.
3. Expenses incurred relative to the conduct of the above activities shall be charged to Regional Office funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are directed.


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Director IV 

PPRD-ICC

