



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

May 18, 2020

OFFICE MEMORANDUM

No. **180**, s. 2020

To: Assistant Regional Director
 Regional Division Chiefs, Section and Unit Heads
 All Others Concerned

**FINAL REVISION OF OPERATIONS MANUALS, QUALITY PROCEDURE,
 AND QUALITY MANUAL TO VERSION 0.5**

1. In reference to Office Memo No. 148 re **Revision of Operations Manuals (OMs), Quality Procedure (QP), and Quality Manual (QM)**, the Documented Information Team (DIT) shall conduct a workshop for the Final Revision of OMs, QP, and QM on June 2-3, 2020 at the RELC-NEAP Training Hall.
2. The objectives of the activity are the following:
 - A. Review the enhancements made on the processes of the existing Manuals/Procedures (version 0.4);
 - B. Creation of new online processes as alternatives for the current health crisis situation for enclosures to the appendices of the new version;
 - C. Finalization of the OMs, QP, and QM to version 0.5;
 - D. Evaluation of the finalized versions by the DIT; and
 - E. Other matters
3. The participants to this activity are listed below:

Day 1		
1	Assistant Regional Director	
2	Regional Functional Division Chiefs	Admin, ORD, ESSD
12	Division/Section/Unit/ISO Team Focal Person	Admin (Personnel, Cash, Gen. Services, Asses Mgt., Records); ORD (PAU, Legal, ICT), ESSD (HNU, SFS, SPPS)
4	Isidro C. Catubig	DIT
	Alma E. Suyom	DIT



	Mark Lito B. Gallano	DIT
	Jim Albert A. Lagado	DIT
19	Total	
Day 2		
1	Assistant Regional Director	
4	Regional Functional Division Chiefs	FTAD, HRDD, CLMD (LRMDS), QAD
9	Isidro C. Catubig	DIT Leader (PPRD)
	Alma E. Suyom	DIT Deputy (FD)
	Mark Lito B. Gallano	Member
	Jim Albert A. Lagado	Member
	Romar C. Dianito	Member
	John E. Delorino	Member
	Jimmy G. Gula	Member
	Chona Zabala	Member
	Romar Dianito	Member
14	Total	

4. All participants to this workshop are reminded to observe social distancing and to wear face masks at all times.
5. Expenses incurred relative to the conduct of the activity shall be charged against Regional Fund subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are directed.


RAMIR B. UYTICO Edd, CESO IV
 Director IV * 

PPRD-ICC