



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

May 27, 2020

**OFFICE MEMORANDUM**

No. **19**, s. 2020

To: **Process Quality Review Team (PQRT) Members**  
**Quality Management Representatives (QMR)**  
**Functional Division Chiefs**  
**ICT Representatives**  
**All Others Concerned**

**CAPABILITY BUILDING ON ENHANCING INTERNAL AUDIT FOR  
PROCESS QUALITY REVIEW TEAM (PQRT) THROUGH BLENDED LEARNING**



1. This Office will conduct a **Capability Building on Enhancing Internal Audit for Process Quality Review Team through Blended Learning** on **June 1-5, 2020** at RELC and Training Hall 1 DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The objectives of the above-mentioned activity are the following:
  - 2.1 Gain practical understanding and skills to properly implement the control of non-conforming outputs and corrective actions;
  - 2.2 Identify the key steps in formulating a good non-conformity statement, defining the appropriate correction and corrective action, and conducting root cause analysis; and
  - 2.3 Improve the existing Process Quality Review procedure.
3. The participants are as follows:

<b>Group 1</b> <b>Venue: RELC</b>	<b>Group 2</b> <b>Venue: Training Hall 1</b>
<b>PQR Team Members</b>	<b>PQR Team Members</b>
1. Gerardo L. Adtoon	1. Sonny S. Tayum
2. Marlou D. Camposano	2. Elizabeth E. Caboboy
3. Alejandra B. Lagumbay	3. Reynaldo E. Nayre
4. Sarah S. Cabaluna	4. Teodorico C. Pelino, Jr.
5. Gladys J. Fabillo	5. Russel L. Resco
6. Dandy G. Acuin	6. Remedios L. Alejandro
7. Fe M. Gerona	7. Ronafe T. Anagap
8. Gary Jay N. Calipayan	8. Kathrine Rae A. Cromente
9. Leonardo A. Cordova	9. Jennylynd D. Daya
<b>Group 1</b> <b>Venue: RELC</b>	<b>Group 2</b> <b>Venue: Training Hall 1</b>
<b>Quality Management Representatives (QMR)</b>	
Eva D. Rosales	Jazmin F. Calzita



<b>Functional Division Chiefs</b>	
Rita R. Dimakiling-PQR Team Leader	Harvie D. Villamor-QMR Team Leader
Isidro C. Catubig-DIT Team Leader	Mercedes D. Sarmiento-WIT Team Leader
Alma E. Suyom-DIT Deputy	Alejandrino L. Yman-CBT Team Leader
Rosemarie M. Guino-QMR Member	Cesar P. Verunque-CBT Deputy
<b>Other Participants</b>	
Geraldine M. Mangaliman-EPS Designate	
Jim Albert Lagado/Mikko Duero/Gerald Christopher Villegas	

4. The identified participants are expected to bring laptop during the duration of the training also advised to observe precautionary measures and protocols such as wearing of facemasks and to maintain physical distancing during their attendance to the activity.
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 desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
 Director IV 

QAD-RRD

**Annex A**

**TRAINING MATRIX**  
**CAPABILITY BUILDING ON ENHANCING INTERNAL AUDIT FOR**  
**PROCESS QUALITY REVIEW TEAM (PQRT) THROUGH BLENDED LEARNING**  
**June 1-5, 2020**  
**Venues: RELC and Training Hall 1, Government Center, Candahug, Palo, Leyte**

<b>Time</b>	<b>Day 1</b> June 1, 2020	<b>Day 2</b> June 2, 2020	<b>Day 3</b> June 3, 2020	<b>Day 4</b> June 4, 2020	<b>Day 5</b> June 5, 2020
7:30 AM- 8:00 AM	Registration Opening Program Preliminaries				
8:00 AM- 12:00 PM	<b>Topic 1:</b> Writing of Non- Conformity Statements	<b>Topic 2:</b> Understandin g the ISO 9001:2015	<b>Topic 3:</b> Identification of Correction	<b>Topic 4:</b> Conduct of Root Cause Analysis	<b>Topic 5:</b> Formulation of Corrective Actions
	<p><b>Note:</b></p> <p>Each topic will follow this format:</p> <p><b>30-minute</b> lecture on concepts and theories</p> <p><b>15-minute</b> group work and discussion</p> <p><b>15-minute</b> plenary discussion</p>				
<b>Officer of the Day</b>	<b>Group 1</b> Marlou D. Camposano	<b>Group 1</b> Gerardo L. Adtoon	<b>Group 1</b> Fe M. Gerona	<b>Group 1</b> Alejandra B. Lagumbay	<b>Group 1</b> Sarah S. Cabaluna
	<b>Group 2</b> Russel L. Resco	<b>Group 2</b> Ronafe T. Anagap	<b>Group 2</b> Elizabeth E. Caboboy	<b>Group 2</b> Reynaldo E. Nayre	<b>Group 2</b> Remedios L. Alejandro
<b>Training Committees:</b>					
<b>Chair Group 1:</b> Rita R. Dimakiling					
<b>Chair Group 2:</b> Sonny S. Tayum					
<b>Attendance Sheet</b>	Franco Villamor/Jimmy Gula				
<b>Program</b>	Group 1: Alejandra B. Lagumbay Group 2: Jennylynd D. Daya				
<b>Certificate of Appearance and Certificate of Participation</b>	Gary Jay N. Calipayan and Leonardo A. Cordova				
<b>Handouts per participant</b>	Gladys J. Fabillo, Elizabeth E. Caboboy, Sarah S. Cabaluna, Russel L. Resco, Kathrine Rae A. Cromente, Ronafe T. Anagap and Geraldine M. Mangaliman				
<b>Meals/snacks of the participants</b>	Rachel Cuevas and Caterer				
<b>Technical Requirements</b>	Group 1: Gerardo L. Adtoon and Marlou D. Campsano Group 2: Jazmin F. Calzita and Reynaldo E. Nayre				

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<b>such as Projector Screen, presentation laptop, wifi connection and ICT concerns</b>	ICT Personnel (Jim Lagado/Mikko Duero/Gerard Christopher Villegas)
<b>Venue Set-up</b>	Group 1: Dandy Acuin Group 2: Reynaldo Nayre