



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

July 13, 2020

**OFFICE MEMORANDUM**

No. **268**, s. 2020

To: Director III  
Regional Office Division Chiefs, Unit, and Section Heads  
QMS Team Leaders  
All Others Concerned

**CONDUCT OF TOP MANAGEMENT MEETING**

1. To ensure continuous improvement in the course of implementing the Quality Management Systems, this Office shall conduct a Management Review on July 17, 2020, 1:00 p.m. at the Training Hall 1, DepEd Regional Office VIII.
2. The following agenda will be discussed during the review:
  - a. the status of actions from previous management reviews;
  - b. changes in external and internal issues that are relevant to the quality management system;
  - c. information on the performance and effectiveness of the quality management system, including trends in:
    1. customer satisfaction and feedback from relevant interested parties;
    2. the extent to which quality objectives have been met;
    3. process performance and conformity of products and services;
    4. nonconformities and corrective actions;
    5. monitoring and measurement results;
    6. audit results; and
    7. the performance of external providers;
  - d. the adequacy of resources;
  - e. the effectiveness of actions taken to address risks and opportunities; and
  - f. opportunities for improvement.
3. Expenses incurred for snacks and venue rental shall be charged to Administrative Division Funds subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this memorandum are desired.

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

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