



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

July 16, 2020

OFFICE MEMORANDUM

No. **278**, s. 2020

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

ADDENDUM TO OFFICE MEMORANDUM NO. 242, S. 2020 ENTITLED "REMOTE AUDIT ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM"

1. In relation to Office Memorandum No. 242, s. 2020, the Risk and Opportunities section is revised as follows:

<i>Information and Communications Technology (ICT)</i>	<i>Potential Use</i>	<i>Risks</i>	<i>Opportunities</i>
Video call (synchronous) (MS Teams/Google Meet)	Conducting interviews Guided site tours	Internet downtime/outage for 30mins to 1 hour	Availability of LTE signal for mobile data/broadband
		Power outage that is unannounced	Availability of backup power/generator
Document scanning	Presenting MOVs/documents	Hardware malfunction that	Availability of tablets with scan software,



<i>Information and Communications Technology (ICT)</i>	<i>Potential Use</i>	<i>Risks</i>	<i>Opportunities</i>
		may disrupt scanning	smartphones with scanner apps, printers with built-in scanners
Laptop	Video/Tele-conference Document Scanning	Hardware malfunction System crash	Portability and convenient use
Desktop	Video/Tele-conference Availability of use social media platforms thru internet	Hardware malfunction Non-portable	High speed Larger storage capacity Multiple functions
Tablets	Video/Tele-conference Availability of use social media platforms thru internet	Easily gets low battery Poor signal connectivity Limited capacity Susceptible to loss/theft	Portability Several features and downloadable applications

<i>Information and Communications Technology (ICT)</i>	<i>Potential Use</i>	<i>Risks</i>	<i>Opportunities</i>
Google Drive	Cloud storage	Accidental sharing to people	Unlimited storage capacity Application of access restrictions

2. Further, one of the audit sites will be changed to the Policy, Planning, and Research Division Conference Room, instead of the Quality Assurance Division Conference Room.
3. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO IV
 Director IV
 

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