



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

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August 3, 2020

**OFFICE MEMORANDUM**

No. **290**, s. 2020

To: Process Quality Review Team (PQR)  
All Others Concerned

**WORKSHOP ON THE UPDATING OF THE PROCESS QUALITY REVIEW (PQR) DOCUMENTED INFORMATION**

1. This Office, through the Process Quality Review (PQR) Team will conduct a one-day **Workshop on the Updating of the PQR Documented Information** on August 5, 2020 at the Quality Assurance Division (QAD) Conference Room, DepEd Regional Office VIII, Government Center Candahug, Palo, Leyte.
2. The main purpose of the above-mentioned activity is to check and update filling of the following documents:
  - 2.1 Minutes of the Meeting;
  - 2.2 Signed and received itineraries;
  - 2.3 Checklist with entries (definitely no pencil marks);
  - 2.4 Accomplished Corrective Action Reports (CAR/s);
  - 2.5 Signed Findings Report; and
  - 2.6 Other related reports.
3. The participants are the following:
  - 3.1 PQR Secretariat
  - 3.2 PQR Sub-Team Leaders
  - 3.2 One (1) Member per team to be identified by the sub-team leader.
4. In connection with the above-mentioned activity, it is requested that all the PQR Team members shall update and submit to the PQR Secretariat the documents of the process owners assigned to you as stated in OM No. 253, s. 2020 re: Specific Tasks of the Process Quality Review (PQR) Team on August 4, 2020 to be utilized during the workshop.
5. The participants are advised to observe precautionary measures such as wearing of facemasks and to maintain physical distancing during the activity.



6. Immediate dissemination of and compliance with this Memorandum are desired.

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

QAD-RRD

