



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

August 3, 2020

OFFICE MEMORANDUM

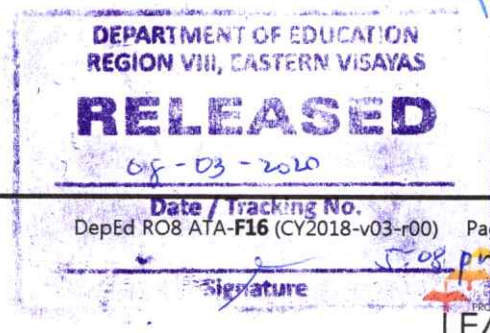
No. **291**, s. 2020

To: Assistant Regional Director
All Regional Office Division Chiefs
Section/Unit Heads
Process Quality Review Team
All Others Concerned

SUBMISSION OF THE DOCUMENTED INFORMATION ON PROCESS QUALITY REVIEW (PQR)

1. This Office, through the Process Quality Review Team (PQRT) is requesting all process owners and Process Quality Review (PQR) auditors to submit the PQR documented information not later than **August 4, 2020** for consolidation and filing purposes as references for updating and reporting during the management review or top management meeting or as needed.
2. The process owner shall submit the accomplished **Corrective Action Report (CAR)** to the PQR Sub-Team Leaders. While the PQR Sub-Team leaders shall submit the following documented information to the PQR secretariat:
 - 2.1 Minutes of the Meeting (conducted before the actual review/audit);
 - 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 documents.
3. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO, EdD, CESO IV
Director IV 



QAD-RRD