



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

August 5, 2020

OFFICE MEMORANDUM

No. **303**, s. 2020

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

CONDUCT OF MANAGEMENT REVIEW

1. To ensure continuous improvement in the course of implementing the Quality Management Systems, this Office shall conduct a Management Review on **August 11, 2020, 9:00AM** at the Convergence Zone, Office of the Regional Director.
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:
 - i. customer satisfaction and feedback from relevant interested parties;
 - ii. the extent to which quality objectives have been met;
 - iii. process performance and conformity of products and services;
 - iv. non-conformities and corrective actions;
 - v. monitoring and measure results;
 - vi. audit results; and
 - vii. the performance of external providers;
 - d. the adequacy of resources;
 - e. the effectiveness of action taken to address risks and opportunities; and
 - f. opportunities for improvement.



3. Expenses incurred for snacks and lunch shall be charged to RO funds subject to the usual accounting and auditing rules and procedures.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

AD-PS-EDR

