



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

December 10, 2020

OFFICE MEMORANDUM

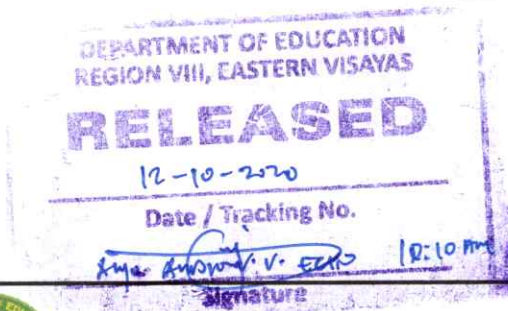
No. 527, s. 2020

TO: Assistant Regional Director
Regional Office Division Chiefs
Regional Office Unit Heads
Regional ISO Core Teams

2021 REGIONAL OFFICE PROCESS QUALITY REVIEW (PQR)

1. To ensure continual improvement in the operationalization of the Quality Management System (QMS) and conformance with the office requirements and ISO 9001:2015 standards, this Office announces the conduct of the Process Quality Review (PQR) for the Calendar Year 2021 to commence on January 2021 until December 2021. The details on the schedule and the arrangement of offices to be reviewed are specified in the herein attached copy of the Process Quality Review Program (Annex A).
2. All Regional Office Division Chiefs and Heads of Units/Sections are advised to include the PQR activity in the 2021 AIP and OPCR for proper implementation of the said program and to lessen chances of having conflicting office schedules. Moreover, every office should ensure that process owners are available during the specified dates to have a smooth flow of the office PQR implementation.
3. Immediate dissemination of and compliance with this memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
DIRECTOR IV 



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ISO 9001:2015 Certified





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Department of Education
 REGION VIII - EASTERN VISAYAS

PROCESS QUALITY REVIEW (PQR) PROGRAM FOR CY 2021
January-December 2021

DATE OF REVIEW		RO DIVISION/ UNIT/SECTION/PROCESS OWNER	PROPONENT	PQR TEAM
Month	Date			
JANUARY	13	Workplace Improvement Team (WIT)	Mercedes D. Sarmiento	Team A
	13	Quality Assurance Division (QAD)	Rita R. Dimakiling	Team B
	20	Quality Management Representative (QMR)	Harvie D. Villamor	Team C
	20	Documented Information Team (DIT)	Isidro C. Catubig	Team D
	27	Personnel Section -Admin	Eva D. Rosales	Team E
	27	Special Programs and Project Services (SPPS)-ESSD	Cesar P. Verunque	Team A
FEBRUARY	10	Asset Management Section (AMS)-Admin	Elizabeth E. Caboboy	Team B
	10	Bids and Awards Committee (BAC)	Arnulfo M. Balane	Team C
	10	Process Quality Review Team (PQRT)	Sonny S.Tayum	QMR
	10	Cash Section -Admin	Russel L. Resco	Team D
	17	General Services Unit (GSU)-Admin	Apple T. Reyes	Team E
	17	Personnel Section -Admin	Eva D. Rosales	Team A
	17	Finance Division (FD)	Alma E. Suyom	Team B
	24	School Health Services (SHS) - ESSD	Cesar P. Verunque/Dr. Elsa N. Gerona	Team C
24	Policy, Planning, and Research Division (PPRD)	Isidro C. Catubig	Team D	



DATE OF REVIEW		RO DIVISION/ UNIT/SECTION/PROCESS OWNER	PROPONENT	PQR TEAM
Month	Date			
	24	Human Resource Development Division (HRDD)	Harvie D. Villamor	Team E
MARCH	10	Personnel Section -Admin	Eva D. Rosales	Team A
	10	Payroll Services Unit -Admin	Eva D. Rosales	Team B
	17	Records Unit -Admin	Ariem Cinco	Team C
	17	Legal Unit -ORD	Eleanor C. Calumpiano	Team D
	17	Information Communication and Technology Unit (ICTU)-ORD	Jim A. Lagado	Team E
	24	Public Affairs Unit (PAU)- ORD	Jazmin Calzita	Team A
	24	Curriculum and Learning Management Division (CLMD)	Rosemarie D. Guino	Team B
	24	Finance Division (FD)	Alma E. Suyom	Team C
APRIL	14	Special Programs and Project Services (SPPS)-ESSD	Cesar P. Verunque	Team D
	14	Field Technical Assistance Division (FTAD)	Alejandrino L. Yman	Team E
	21	Human Resource Development Division (HRDD)	Harvie D. Villamor	Team A
	21	Policy, Planning, and Research Division (PPRD)	Isidro C. Catubig	Team B
	28	Personnel Section -Admin	Eva D. Rosales	Team C
	28	Finance Division (FD)	Alma E. Suyom	Team D
MAY	12	Quality Assurance Division (QAD)	Rita R. Dimakiling	Team E
	12	Education Facilities Services (EFS)-ESSD	Cesar P. Verunque/Ryan L. Bagon	Team A
	12	Personnel Section -Admin	Eva D. Rosales	Team B
	19	Finance Division (FD)	Alma E. Suyom	Team C
	19	Asset Management Section (AMS)-Admin	Elizabeth E. Caboboy	Team D
	26	Curriculum and Learning Management Division (CLMD)	Rosemarie D. Guino	Team E
	26	Public Affairs Unit (PAU)- ORD	Jazmin Calzita	Team A
JUNE	9	Payroll Services Unit -Admin	Eva D. Rosales	Team B
	9	Office of the Assistant Regional Director (OARD)	Arnulfo M. Balane	Team C
	9	Office of the Regional Director	Ramir B. Uytico	Team D
	16	Personnel Section -Admin	Eva D. Rosales	Team E

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Month	Date			
	16	Finance Division (FD)	Alma E. Suyom	Team A
	16	Cash Section -Admin	Russel L. Resco	Team B
JULY	7	Workplace Improvement Team (WIT)	Mercedes D. Sarmiento	Team C
	7	Documented Information Team (DIT)	Isidro C. Catubig	Team D
	7	Process Quality Review Team (PQRT)	Sonny S.Tayum	Team E
	14	Process Quality Review Team (PQRT)	Sonny S.Tayum	QMR
	14	Quality Management Representative (QMR)	Harvie D. Villamor	Team A
	14	Personnel Section -Admin	Eva D. Rosales	Team B
	21	Quality Assurance Division (QAD)	Rita R. Dimakiling	Team C
	21	Special Programs and Project Services (SPPS)-ESSD	Cesar P. Verunque	Team D
AUGUST	4	Asset Management Section (AMS)-Admin	Elizabeth E. Caboboy	Team E
	4	Bids and Awards Committee (BAC)	Arnulfo M. Balane	Team A
	4	Cash Section -Admin	Russel L. Resco	Team B
	11	General Services Unit (GSU)-Admin	Apple T. Reyes	Team C
	11	Personnel Section -Admin	Eva D. Rosales	Team D
	11	Finance Division (FD)	Alma E. Suyom	Team E
	18	School Health Services (SHS) - ESSD	Cesar P. Verunque/Dr. Elsa N. Gerona	Team A
	18	Policy, Planning, and Research Division (PPRD)	Isidro C. Catubig	Team B
SEPTEMBER	1	Personnel Section -Admin	Eva D. Rosales	Team D
	1	Payroll Services Unit -Admin	Eva D. Rosales	Team E
	1	Records Unit -Admin	Ariem Cinco	Team A
	15	Legal Unit -ORD	Eleanor C. Calumpiano	Team B
	15	Information Communication and Technology Unit (ICTU)-ORD	Jim A. Lagado	Team C
	15	Public Affairs Unit (PAU)- ORD	Jazmin Calzita	Team D

DATE OF REVIEW		RO DIVISION/ UNIT/SECTION/PROCESS OWNER	PROPONENT	PQR TEAM
Month	Date			
	22	Curriculum and Learning Management Division (CLMD)	Rosemarie D. Guino	Team E
	22	Finance Division (FD)	Alma E. Suyom	Team A
OCTOBER	6	Special Programs and Project Services (SPPS)-ESSD	Cesar P. Verunque	Team B
	6	Field Technical Assistance Division (FTAD)	Alejandrino L. Yman	Team C
	6	Human Resource Development Division (HRDD)	Harvie D. Villamor	Team D
	13	Policy, Planning, and Research Division (PPRD)	Isidro C. Catubig	Team E
	13	Personnel Section -Admin	Eva D. Rosales	Team A
	12	Finance Division (FD)	Alma E. Suyom	Team B
NOVEMBER	10	Quality Assurance Division (QAD)	Rita R. Dimakiling	Team C
	10	Education Facilities Services (EFS)-ESSD	Cesar P. Verunque/Ryan L. Bagon	Team D
	17	Personnel Section -Admin	Eva D. Rosales	Team E
	17	Finance Division (FD)	Alma E. Suyom	Team A
	24	Asset Management Section (AMS)-Admin	Elizabeth E. Caboboy	Team B
	24	Curriculum and Learning Management Division (CLMD)	Rosemarie D. Guino	Team C
	24	Public Affairs Unit (PAU)- ORD	Jazmin Calzita	Team D
DECEMBER	1	Payroll Services Unit -Admin	Eva D. Rosales	Team E
	3	Office of the Assistant Regional Director (OARD)	Arnulfo M. Balane	Team A
	3	Office of the Regional Director	Ramir B. Uytico	Team B
	3	Personnel Section -Admin	Eva D. Rosales	Team C
	3	Finance Division (FD)	Alma E. Suyom	Team D
	3	Cash Section -Admin	Russel L. Resco	Team E

Note: PQR Sub-Team Members shall inhibit from the review if their office has to be audited.

The members of the Process Quality Review Team (PQRT)

Team A	Team B	Team C	Team D	Team E
Sub-Team Leader: Russel L. Resco	Sub-Team Leader: Fe M. Gerona	Sub-Team Leader: Elizabeth E. Caboboy	Sub-Team Leader: Leonardo A. Cordova	Sub-Team Leader: Kathrine Rae A. Cromente
Members: Ronafe T. Anagap Gladys J. Fabillo Geraldine M. Mangaliman	Members: Alejandra B. Lagumbay Jenny lind D. Daya Teodorico C. Pelino, Jr.	Members: Gerardo L. Adtoon Gary Jay N. Calipayan May Ann Ladrera	Members: Marlou D. Camposano Sonny S. Tayum Dandy G. Acuin	Members: Sarah S. Cabaluna Rita R. Dimakiling Reynaldo E. Nayre

Prepared by:

Noted:


SONNY S. TAYUM
PQR Team Leader


HARVIE D. VILLAMOR
Quality Management Representative

Approved by:


RAMIR B. UYTICO EdD, CESO IV
Director IV