



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

March 16, 2021

OFFICE MEMORANDUM

No. **101** s. 2021

**CAPABILITY ENHANCEMENT AND WRITESHOP ON THE REVISION OF
ADMINISTRATIVE DIVISION OPERATIONS MANUAL**

To: Chief Administrative Officer
Supervising Administrative Officer
Section and Unit Heads
All Others Concerned

1. A capability enhancement and writeshop of select Administrative Division Office Personnel on the revision for Administrative Division Operations Manual shall be held on March 18-19; March 22-23; April 5-6; and April 12-13, 2021 following the attached activity matrix. The activity shall be conducted face-to-face following health and safety protocols and guidelines.
2. In preparation for the ISO Audit and Recertification, this series of capability enhancement and writeshop activities shall enable the process owners in the Administrative Division to:
 - a. fully review the processes in each section/unit;
 - b. make necessary revisions and adjustments in the operations manual; and
 - c. standardize processes and systems in document control.
3. The participants to the said capability enhancement activity are personnel involved are process owners and their alternates.
4. Expenses relative to the activity shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.



5. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO-LEDESMA
Regional Director

Enclosure: As stated

To be indicated in the Perpetual Index under the following subjects:

WRITESHOP

OPERATIONS MANUAL

REVISION

