



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

April 5, 2021

OFFICE MEMORANDUM

No. **121**, s. 2021

To: Regional Division Office Chiefs
Section and Unit Heads
All Others Concerned

**REVIEW AND REVISIONS OF VERSION 05 OF REGIONAL OFFICE OPERATIONS
MANUALS (OMs), QUALITY PROCEDURES (QPs), AND QUALITY MANUALS (QMs)**

1. This Office, through the Documented Information Team (DIT), announces the conduct of a Review and Revisions of Version 05 of the DepEd Regional Office VIII's Operations Manual (OMs), Quality Procedures (QPs), and Quality Manuals (QMs) for Calendar Year 2021.
2. The objectives of this activity are to:
 - a. revisit the current contents of the OMs, QPs, and QMs, in terms of processes, procedures, format, structure, etc. against any changes due to management transition and current pandemic situation;
 - b. revise existing processes that need to be changed based on current challenges, experiences, and self-realizations; and
 - c. set a uniform schedule for all Regional Office VIII Offices in the revisions of current versions of these Manuals and Procedures.
3. All Regional Divisions, Sections, Units, and ISO Teams are advised to revise, if necessary, their OMs, QPs, and QMs and shall submit the approved revisions on or before **May 20, 2021**, to the DIT. Any revision after the said date shall no longer be allowed until the ISO Recertification Audit, if ever, is done within this year.
4. Based on DIT QP No. 5.12.8.1-2, page 14, if about 50% or more of the pages are affected by the revision/change, a new version (Version 06) shall be used. If less than 50% are affected by the revision/change such as changes in sentences/paragraphs, or procedures, the current version shall be retained but the revision number shall be changed. Offices, Sections, and Units which may have already revised to Version 07 may proceed to the next version, if necessary.



5. Expenses incurred relative to the conduct of this activity shall be charged to the Regional Office funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

for: *mmic*
MA. GEMMA MERCADO LEDESMA
Regional Director ✕

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