



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

March 21, 2022

**OFFICE MEMORANDUM**

No. **178**, s. 2022

To: Assistant Regional Director  
 Division Chiefs  
 Sections/Unit Heads  
 All Others Concerned

**2022 QUARTERLY QUALITY WORKPLACE TEAM ASSESSMENT AND EVALUATION**


1. In conformance with the Quality Workplace standards a Quarterly Quality Workplace Assessment and Evaluation shall be conducted on the following schedule:

Date	Sub-Team	Office	
		Day 1	Day 2
<ul style="list-style-type: none"> <li>• March 30-31, 2022</li> <li>• June 16-17, 2022</li> <li>• September 22-23, 2022</li> </ul>	Team A Sub-Team Leader: Alejandrito L. Yman Members: Nova Jorge Linaflor Tajo Jeanita Diongon Franco Villamor	<ul style="list-style-type: none"> <li>•Curriculum &amp; Learning Management Division</li> <li>•Learning Resource Management Section</li> </ul>	<ul style="list-style-type: none"> <li>•Finance Division</li> <li>•Human Resource Development Division</li> <li>•Information Communication Technology Unit</li> </ul>
<ul style="list-style-type: none"> <li>• November 23-24, 2022</li> </ul>	Team B Sub-Team Leader: Alma E. Suyom Members: Epifania Melchor Erna Pariña Evangeline Selloga Rey Niño Lee	<ul style="list-style-type: none"> <li>• Office of the Regional Director</li> <li>•Policy, Planning, &amp; Research Division</li> </ul>	<ul style="list-style-type: none"> <li>•Education Support Services Division</li> <li>•School Health Section</li> <li>•Legal Unit</li> </ul>
	Team C Sub-Team Leader: Marcelina Villamor Members:	<ul style="list-style-type: none"> <li>• Quality Assurance Division</li> <li>•AD-Cash Section</li> </ul>	<ul style="list-style-type: none"> <li>•Office of the Assistant Regional Director</li> <li>•Field Technical Assistance Division</li> </ul>



	Ma. Elsa Gerona/ Eden Dadap Anna Lyn Lim Andrei Gay Calipayan Fernanda Dela Cruz		
	Team D Sub-Team Leader: Clark Dave Arante Members: Apple Reyes Josephine Tajarros Robert Ecot Jill Tormis	<ul style="list-style-type: none"> <li>• Public Affairs Unit</li> <li>• Common CRs</li> <li>• Honesto</li> </ul>	<ul style="list-style-type: none"> <li>• Ground Floor Lobby and Façade</li> <li>• Bids &amp; Awards Committee</li> </ul>
	Team E Sub-Team Leader: Ma. Laura F. Paglinawan Members: Hydelyn Cinco Iris Cordeta Dolores Cagara Queennielyn Yu	<ul style="list-style-type: none"> <li>• General Services Unit</li> <li>• Asset Management Section</li> <li>• Administrative Division</li> </ul>	<ul style="list-style-type: none"> <li>• Records Section</li> <li>• Areas Surrounding Back &amp; Front Fence</li> </ul>

- Each office shall be assessed and evaluated as per QWT Assessment Tool. Employees who are at work from home or on leave shall have their table drawers open and accessible for inspection.
- A post evaluation meeting shall be conducted after the assessment and evaluation. All the reports shall be submitted to the QWT Secretariat within 5 working days after conducting the said activity.
- For information and guidance.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

