



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

June 3, 2022

OFFICE MEMORANDUM

No. **305**, s. 2022

To: Assistant Regional Director
 Regional Office Division Chiefs
 Quality Management Representatives
 Chairperson and Co-Chairperson of QMS Teams
 QMS Secretariat Chairperson and Co-Chairperson
 Unit and Section Heads
 All Others Concerned

CONDUCT OF MANAGEMENT REVIEW

1. To ensure continued suitability and adequacy of the implementation of the Quality Management System (QMS), this Office shall conduct a Management Review on June 21, 2022 from 9:00 a.m. to 5:00 p.m. at the RELC NEAP, DepEd Regional Office VIII Complex, Candahug, Palo, Leyte.
2. The following agenda will be discussed:
 - a. quality performance assessment on the QMS implementation;
 - b. status of actions from the previous management reviews;
 - c. accomplishments of QMS teams; and
 - d. audit results, identified targets, and other QMS-related matters.
3. The participants to this activity are listed below:

Office/Participants	No. of Participant
Regional Director	1
Assistant Regional Director	1
Quality Management Representative (QMR)	1
Deputy QMR	2
Chairperson and Co-Chairperson of the QMS Teams	10
QMS Secretariat Chairperson and Co-Chairperson	2
Unit and Section Heads	
- ICT Unit	1
- Legal Unit	1
- Public Affairs Unit	1



- Asset Management Section	1
- Cash Section	1
- General Services Unit	1
- Payroll Services Unit	1
- Personnel Section	1
- Records Section	1
- Budget Section (Regional Budget Officer)	1
- Accounting Section	1
- Learning Resource Management Section	1
- Special Programs and Projects Section	1
- Health and Nutrition Section	1
- Physical Facilities Section	1
Total	32

4. Expenses incurred relative to the conduct of the activity such as one lunch and two snacks for the one-day activity, venue rental, and other incidental expenses shall be charged against HRDD Local Fund, subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

PPRD-TCPJ

