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

June 10, 2022

**OFFICE MEMORANDUM**

No. **319**, s. 2022

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

**RESETTING OF AND ADDENDUM TO THE CONDUCT OF MANAGEMENT REVIEW**

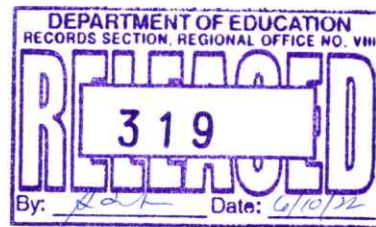
1. This Office announces the resetting of the conduct of Management Review (MR) from June 21, 2022 to June 30, 2022.
2. In addition to the agenda stated in Office Memorandum No. 305, s. 2022, the following inputs will also be covered:
  - a) changes in external and internal issues that are relevant to the Quality Management System (QMS);
  - b) customer satisfaction and feedback from relevant interested parties;
  - c) extent to which quality objectives have been met;
  - d) process performance and conformity of products and services;
  - e) non-conformities and corrective actions;
  - f) monitoring and measurement results;
  - g) audit results;
  - h) performance of external providers;
  - i) adequacy of resources;
  - j) effectiveness of actions taken to address risks and opportunities; and
  - k) opportunities for improvement.
3. Additional participants for the said activity include Dr. Melvin Chito M. Solis, Ms. Rachel R. Cuevas, and Dr. Jimmy G. Gula, members of QMS Secretariat.
4. Attached are the Activity Matrix and Template of Presentation/Report of Inputs, for reference.



5. All other provisions of the said Office Memorandum which are consistent with this Memorandum shall remain in force and in effect.
  
6. Immediate dissemination of and compliance with this Memorandum are desired.

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

PPRD-TCPJ



Enclosure to OM No. \_\_\_\_\_, s. 2022

**ACTIVITY MATRIX**  
**Management Review**  
 June 30, 2022

Time	Activity/Agenda/Inputs/Discussions	In-charge
09:00-09:15	Preliminaries - National Anthem, Prayer, and Quality Policy	Secretariat
09:15-10:00	Roll Call and Declaration of Quorum Call to Order	Dr. Evelyn R. Fetalvero, CESO IV <i>Regional Director</i>
	Review and Approval of the Previous Minutes	Dr. Bebiano I. Sentillas, CESO V <i>Assistant Regional Director (ARD)</i>
	Approval of the Proposed Agenda	Dr. Rita R. Dimakiling <i>Quality Management Representative (QMR)</i>
10:00-04:00	Performance Assessment of the QMS Implementation at the Regional Office	QMR
	Status of actions from previous MR	ARD/QMR
	Status of Planning Documents, SWOT, Risk Registry, and Opportunity Registry	QMR, Risk Management Team (RMT), Chiefs/Process Holders
	Customer satisfaction and feedback	Public Affairs Unit
	Status of OPCR	RD/ARD, Chiefs, Unit/Section Heads
12:00-01:00	Lunch	
01:00-04:30	Status of Programs, Activities, and Projects (PAPs)	RD/ARD, Chiefs, Unit/Section Heads
	Status of nonconformities and Request for Actions	QMR, Lead IQA
	Monitoring and measurement results – Updates on the improvement on Operations Manuals, MEA/PIR	Chiefs, Unit/Section Heads
	Internal Quality Audit Results COA Findings	Internal Quality Audit (IQA) Team Finance Division/Asset Management
	Performance of external providers	Asset Management
	Adequacy of resources	Quality Workplace Team (QWT) with Chiefs, Unit/Section Heads
	Risk Monitoring and Review results	Risk Management Team (RMT)
	Opportunities for Improvement	QMR, Chiefs, Unit/Section Heads
	Accomplishment report of QMS teams	Chairpersons, QMS Teams
04:30-05:00	Adjournment/ Closing Activity	ARD/QMR/Secretariat

Enclosure to OM No. \_\_\_\_\_, s. 2022

**TEMPLATE FOR THE PRESENTATION OF ACCOMPLISHMENTS**

**QMS Team:** \_\_\_\_\_ **Team Chairperson:** \_\_\_\_\_

Quarter/Date	Activities	Reference Documented Information/MoVs

Issues and Concerns	Recommendations/Plan of Actions



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

