



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

January 26, 2023

OFFICE MEMORANDUM

No. **046**, s. 2023

**WORKSHOP ON CRAFTING THE OPERATIONS MANUALS OF THE
REGIONAL OFFICE'S DIVISIONS, SECTIONS, AND UNITS**

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

1. With reference to DepEd Order No. 009, series 2021 (Institutionalization of a Quality Management System in the Department of Education) and DepEd Memorandum No. 014, series 2022 (DepEd Quality Management System Manual and Procedures and Work Instructions Manual), this Office, through the Training and Advocacy Team (TAT) and the Human Resource Development Division (HRDD), shall spearhead the Workshop on Crafting the Operations Manuals (OMs) of the Regional Office's Divisions, Sections, and Units on February 7 to 8, 2023 at the Regional Educational Learning Center – National Educators Academy of the Philippines (RELC-NEAP) Function Hall.
2. The activity is designed to realize the crafting of the OMs on quality control procedures for the Regional Office's divisions, sections, and units in preparation for the scheduled readiness assessment on the Quality Management System's implementation in the Office.
3. Attached is the Participants' Allocation List for reference.
4. Immediate dissemination of and compliance with this Memorandum are desired.


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Regional Director



HRDD- DSS



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PARTICIPANTS' ALLOCATION LIST

Office/Division/Section/Unit	Number of Participants	Total	
Office of the Regional Director	1	50	
Legal Unit	2		
Information and Communication Technology Unit	2		
Public Affairs Unit	2		
Office of the Assistant Regional Director	1		
Bids and Awards Committee (BAC) Secretariat	2		
Administrative Division	2		
Asset Management Section	2		
Cash Section	2		
Personnel Section	2		
Payroll Services	2		
Records Section	2		
General Services Unit	2		
Curriculum and Learning Management Division	2		
Learning Resource Management Section	2		
Education Support Services Division	2		
School Health Section	2		
Special Programs and Projects Section	2		
Physical Facilities Section	2		
Field Technical Assistance Division	2		
Finance Division	2		
Accounting Section	2		
Budget Section	2		
Human Resource Development Division	2		
Policy, Planning and Research Division	2		
Quality Assurance Division	2		
Program Management Team (2 from PPRD and 1 from HRDD)	3		3
Total			53