



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

February 6, 2023

OFFICE MEMORANDUM

No. **071**, s. 2023

**ADDENDUM TO OFFICE MEMORANDUM NO. 066, S. 2023 RE: UPDATES TO
THE 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 the attached Office Memoranda Nos. 046 and 066, series 2023, this Office, through the Training and Advocacy Team (TAT) and the Human Resource Development Division (HRDD), announces the conduct of the Workshop on Crafting the Operations Manuals of the Regional Office's Divisions, Sections, and Units on **February 9 to 10, 2023** at the Regional Educational Learning Center – National Educators Academy of the Philippines (RELC-NEAP) Function Hall.
2. Attached is the updated Activity Matrix for reference.
3. Expenses for meals, including lunch and snacks, and the training venue shall be charged to HRDD MOOE Fund, subject to the usual accounting and auditing rules and regulations.
4. All other provisions in the aforementioned Memoranda which are consistent with this issuance remain in force.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director



HRDD- DSS



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Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

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

February 9 – 10, 2023 | RELC-NEAP Function Hall

TIME	February 9, 2023 (Day 1)	February 10, 2023 (Day 2)
8:00 – 8:30 a.m.	Preliminaries	Management of Learning
8:30 – 9:30 a.m.	Overview of the National Quality Management System (NQMS) Dr. Rita R. Dimakiling	<i>continuation...</i> Workshop on Crafting the Operations Manual <ul style="list-style-type: none"> ▪ Forms and Templates ▪ Quality Control Plans (SIPOC) Dr. Alejandra B. Lagumbay
9:30 a.m. – 12:00 nn	Workshop on Crafting the Operations Manual <ul style="list-style-type: none"> ▪ Introduction ▪ Office Structure and Functions Dr. Alejandra B. Lagumbay	<i>continuation...</i> Workshop on Crafting the Operations Manual Dr. Alejandra B. Lagumbay Planning Documents Dr. Rita R. Dimakiling
12:00 nn – 1:00 p.m.	LUNCH	
1:00 – 4:00 p.m.	<i>continuation...</i> Workshop on Crafting the Operations Manual	Presentation of Outputs



Government Center, Candahug, Palo, Leyte
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ISO 9001:2015 Certified



	<ul style="list-style-type: none">▪ Legal Bases and References▪ Definitions of Terms and Acronyms <p style="text-align: center;">Dr. Alejandra B. Lagumbay</p> <p style="text-align: center;">Open Forum</p>	Facilitators: Dr. Rowena T. Vacal Mr. Rodel V. Rosales Ms. Dina S. Superable
4:00 – 5:00 p.m.	Closing Activities	

Prepared by:

DINA S. SUPERABLE
Education Program Supervisor

Noted:

HMB
ALEJANDRA B. LAGUMBAY, PhD
Chief of HRDD



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

February 6, 2023

OFFICE MEMORANDUM

No. **066**, s. 2023

UPDATES TO THE 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 the attached Office Memorandum No. 046, series 2023, this Office, through the Training and Advocacy Team (TAT) and the Human Resource Development Division (HRDD), announces that the Workshop on Crafting the Operations Manuals of the Regional Office's Divisions, Sections, and Units is rescheduled **from February 7 to 8, 2023 to February 9 to 10, 2023.**
2. All participants are advised to download and/or print QMS-related materials, references, etc., and to bring a laptop or netbook computer that shall be used in the workshop.
3. Attached is the Activity Matrix for reference.
4. All other provisions in the aforementioned Memorandum which are consistent with this issuance remain in force.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director



HRDD- DSS





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

January 26, 2023

OFFICE MEMORANDUM

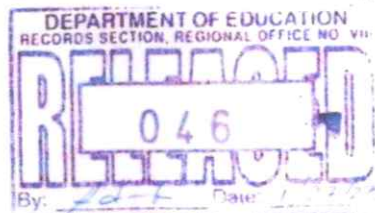
No. **046**, s. 2023

**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.


EVELYN R. FETALVERO, CESO IV
Regional Director



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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 PWD and 1 from PMSO)	3		3
Total			53