



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

May 05, 2023

OFFICE MEMORANDUM

AD-GSU-2023- 254

2023 QUALITY WORKPLACE ASSESMENT AND EVALUATION

To: Director III
Functional Division Chiefs
All Others Concerned

1. As part of our commitment to maintaining a productive and positive work environment and in compliance with the Quality Management System a Quality Workplace Assessment and Evaluation shall be conducted on June 15-16, 2023 and November 23-24, 2023 to wit:

Sub-Team	Office	
	Day 1	Day 2
Team A Sub-Team Leader: Alejandrito L. Yman Members: Apple Reyes Erna Pariña Ryan Jay Bagon Marcelina Villamor Ann Lyn Lim Josephine Tajarro Ma. Jeanita Diongon Jill Tormis	-Office of the Regional Director -Legal Unit -ICT Unit -Public Affairs Unit	-ESSD -CLMD
Team B Sub-Team Leader: Rosemarie Guino Members: Linaflor Tajo Ma. Laura Paglinawan Nova Jorge	-Finance Division -HRDD	-PPRD



Epifania Melchor Fernanda Dela Cruz Robert Ecot Dolores Cagara Fernando Santos		
Team C Sub-Team Leader: Clark Dave P. Arante Members: Eden Dadap Andrei Gay Calipayan Hydelyn Cinco Iris Cordeta Wedlyn Abalaro Franco Villamor Ted Juan Peleño Queenniely Yu Evangeline Selloga	-Administrative Division -Personnel Section -Cash Section -Asset Management Section -Records Unit -General Services Unit -Procurement Unit	-QAD

2. Each Office shall be assessed and evaluated as per QWT Assessment Tool. Employees who are on travel or on leave shall have their table drawers opened and accessible for inspection.
3. 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.
4. For information and guidance.

for: *min*
EVELYN R. FETALVERO, CESO IV
 Regional Director *ES*

