



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

June 19, 2023

OFFICE MEMORANDUM
FTAD-2023- 363

**PROCESS AND CONTROL OF THE DOCUMENT REVIEW AND APPROVAL
FORM (DRAF) AND THE REQUEST FOR ACTION TEMPLATE (RFA)**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This is to inform all concerned on the process and control of the Document Review and Approval Form (DRAF) and the Request for Action Template (RFA).
2. The DRAF is attached to the document before transmitting and serves as evidence that a document was reviewed and approved. The following holds true on the processing of the DRAF:
 - a) The DRAF shall be accomplished by the process owner;
 - b) The Knowledge Management Team (KMT) shall assign the DRAF No.;
 - c) The Quality Management Representative (QMR) shall review the DRAF and recommend for approval;
 - d) The Regional Director shall approve the DRAF; and
 - e) The KMT shall secure a photocopy of the approved DRAFT for information dissemination and safe keeping.
3. The RFA, before its issuance by the Internal Quality Audit Team, shall be assigned with RFA Control Number for monitoring purposes by the Lead, KMT. This will then be recorded in the RFA Monitoring Sheet updated by the Lead Internal Quality Auditors and kept by the Lead, KMT.
4. The KMT, through the ICT shall control and track both the DRAF and RFA.
5. In this regard, all concerned are directed to strictly follow the procedures in accomplishing the DRAF and RFA.
6. Immediate dissemination and compliance with this Memorandum are desired.

[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII

RELEASED

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v: *[Signature]* Date: *6/19/23*

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