



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

September 26, 2023

OFFICE MEMORANDUM

PPRD-2023- **612**

**USE OF MEMORANDUM IN DISSEMINATING CORRIGENDUM,
 ADDENDUM, AND ANNOUNCEMENTS**

To: Director III
 Functional Division Chiefs
 Unit and Section Heads
 All Others Concerned

1. With reference to the Department's Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM) and as an offshoot of the agreements firmed up during the Second Quarter Management Review on September 25, 2023, this Office announces and reminds all personnel to reinstate the use of Office Memorandum and/or Regional Memorandum as the official issuances in disseminating corrigendum, addendum, and announcements.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

for: *hmj*
EVELYN R. FETALVERO, CESO IV
 Regional Director *✓*

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

KNOWLEDGE MANAGEMENT
 MANAGEMENT REVIEW
 QMS

PPRD-TCPJ

