



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

February 1, 2024

**OFFICE MEMORANDUM**

PPRD-2024- **70**

**QUARTERLY INTERNAL PROGRAM IMPLEMENTATION REVIEW-CUM- REVISIT  
 OF OPERATIONS MANUAL FOR POLICY, PLANNING  
 AND RESEARCH DIVISION**

To: Director III  
 Chief Education Supervisor of PPRD  
 All Others Concerned

1. The Policy, Planning and Research Division shall conduct the Quarterly Internal Program Implementation Review and Revisit of Operations Manual on the following schedules:

Quarter 1	Quarter 2	Quarter 3	Quarter 4
March 29, 2024	June 19, 2024	September 24, 2024	November 28, 2024

2. This activity aims to:
- a) Review the PPRD Operations Manual;
  - b) Review the Quality Management System for each quarter to ensure adequacy, effectiveness, and sustainability with its objectives, quality, policy, and strategic directions of each project;
  - c) Monitor, review and evaluate the progress and performance of the Division in terms of accomplishments of targets and issues encountered per Key Result Area;
  - d) Gather objective information that can inform decision-making for the continuous improvement of the Division's mandate; and
  - e) Make necessary adjustments to plans and budgets as needed.
3. Participants to this activity are listed below.

PPRD Personnel	Number
Chief Education Supervisor	1
Education Program Supervisor-Designate	1
Planning Officer III	1
Senior Education Program Specialist	1
Education Program Specialist II	1
Statistician	1
Staff	2
<b>TOTAL</b>	<b>8</b>

4. Expenses incurred relative to the conduct of this activity such as one lunch shall be charged against the RO-PPRD fund subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

PPRD-RCB

