



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

March 05, 2024

OFFICE MEMORANDUM
AD-2024- 147

OFFICE PINTAKASI AND WORKPLACE ASSESSMENT

To: Director III
Functional Division Chiefs
All Others Concerned

1. As part of our commitment in maintaining a productive and positive work environment and in compliance with the Quality Management System, an Office Pintakasi shall be conducted on March 21, 2024 at 2:00PM and Quality Workplace Assessment and Evaluation shall be conducted on March 22, 2024 to wit:

Sub-Team	Office
Team A Sub-Team Leader: Rosemarie M. Guino Members: Erna B. Pariña Quennielyn C. Yu Jill M. Tormis Fernanda L. De La Cruz Hydelyn N. Cinco	-Office of the Regional Director -Office of the Assistant Regional Director -Legal Unit -ICT Unit -Public Affairs Unit
Team B: Leader: Marcelina Villamor Members: Apple T. Reyes Josephine L. Tajaros Ma. Jeanita C. Diongon Mary Beth D. Tolibas	-ESSD -SHS -CLMD



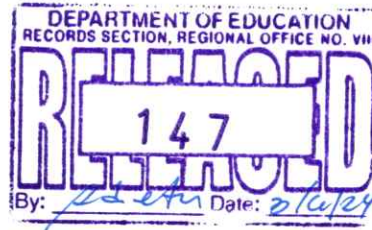
Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-2997
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

<p>Team C Sub-Team Leader: Alejandra B. Lagumbay</p> <p>Members: Linaflor I. Tajo Nova P. Jorge Epifania G. Melchor Ryan Jay L. Bagon</p> <p>Team D: Leader: Ma. Laura F. Paglinawan</p> <p>Members: Robert B. Ecot Dolores B. Cagara Fernando A. Santos Yvonne Mae L. Ripalda</p>	<p>-Finance Division -HRDD</p> <p>-PPRD -FTAD</p>
<p>Team E Sub-Team Leader: Clark Dave P. Arante</p> <p>Members: Ted Juan C. Peleño Andrei Gay N. Calipayan Anna Lyn B. Lim Werlyn O. Colinayo</p> <p>Team F: Leader: Eden A. Dadap</p> <p>Members: Iris N. Cordeta Wedlyn P. Abalorio Franco A. Villamor</p>	<p>-Administrative Division -Personnel Section -Cash Section -Asset Management Section -Records Unit -General Services Unit -Procurement Unit</p> <p>-QAD -LRMS</p>

2. Each Office shall be assessed using the QWT Assessment Tool. Employees who are on travel or on leave shall have their table drawers opened and accessible for inspection.

3. All functional divisions, sections, and units are advised to clean and disinfect their respective offices, particularly under the tables, corners, windows and blinds, ceilings, and other frequently touched areas of the office, documents and the storage area following the 6s standards.
4. A pre-meeting shall be conducted on March 21, 2024 at 9:00AM and a post evaluation meeting shall be conducted on March 26, 2024 at 9:00AM at the Administrative Division Conference Hall.
5. All the Sub-Team Leaders shall bring the consolidated assessment report to the meeting.
6. Expenses for meals and snacks during the activities shall be charged from the Administrative Division funds, subject to the usual accounting and auditing rules and regulations.
7. For information and compliance.


EVELYN R. FETALVERO CESO IV
Regional Director *180*



AD-GSU-ATR