



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

July 30, 2024

**OFFICE MEMORANDUM**

HRDD-2024- 400

**NEW SCHEDULE AND OTHER UPDATES ON THE WORKSHOP FOR THE  
REVISION OF OPERATIONS MANUALS AND ENHANCEMENT OF  
PLANNING DOCUMENTS FOR THE REGIONAL OFFICE'S  
DIVISIONS, UNITS, AND SECTIONS**

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

1. Concerning Office Memorandum No. 352, s. 2024, this Office, through the Human Resource Development Division (HRDD), announces that the **Workshop on the Revision of Operations Manuals and Enhancement of Planning Documents for the Regional Office's Divisions, Units, and Sections** is rescheduled from August 1 – 2, 2024 to August 19 – 20, 2024 at the RELC-NEAP, Training Hall 1.
2. All other provisions in the aforementioned Memorandum remain in effect.
3. Attached is the updated Activity Matrix for reference.
4. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph).
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
EVELYN R. FETALVERO CESO IV  
Regional Director

HRDD-DSS





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**Department of Education**  
REGION VIII - EASTERN VISAYAS

Enclosure to Office Memorandum HRDD-2024-

**Workshop on the Revision of Operations Manuals and Enhancement of Planning Documents for the Regional Office's Divisions, Units, and Sections**  
August 19 - 20, 2024 | RELC - NEAP, Training Hall 1

Time/Date	Day 1 August 19, 2024	Day 2 August 20, 2024
8:30 a.m. - 9:00 a.m.	Opening Program	Preliminaries
9:00 a.m. - 10:00 a.m.	Presentation of the Stage 2 Audit Results <b>Dr. Rita R. Dimakiling</b> Quality Management Representative	Other Updates from QMS Teams <b>QMS Team Chairpersons</b>
10:00 a.m. - 10:15 a.m.	Health Break	
10:15 a.m. - 12:00 p.m.	Risk Management Process <b>Ms. Alma E. Suyom</b> RMT Chairperson	Workshop on OM Revision and Enhancement of Planning Documents
12:00 p.m. - 1:00 p.m.	Lunch	
1:00 p.m. - 2:30 p.m.	Review of the ISO 9001:2015 Standards <b>Mr. Cesar P. Verunque</b>	Presentation and Critiquing of Outputs

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	IQAT Chairperson	Health Break	
2:30 p.m. – 2:45 p.m.			
2:45 p.m. – 4:45 p.m.	Updates on Documented Information System Compliance		Ways Forward
	<b>Ms. Mercedes D. Sarmiento</b> KMT Chairperson		<b>Dr. Rita R. Dimakiling</b> Quality Management Representative
4:45 p.m. – 5:00 p.m.	End-of-day Evaluation		Closing Activities
Officer of the Day	<b>Mr. Pee Jay P. Amadore</b>		End-of-Program Evaluation
			<b>Mr. Rix C. Grama</b>

Prepared by:

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EPS, HRDD

Noted by:

*Harvie D. Villamor Edd*  
**HARVIE D. VILLAMOR EDD**  
Chief, HRDD

