



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

October 23, 2024

**OFFICE MEMORANDUM**

HRDD-2024- **542**

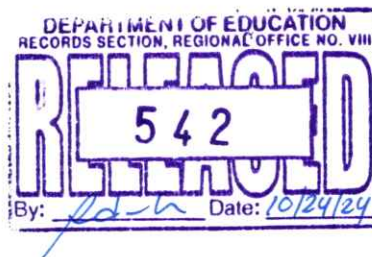
**UPDATES ON THE CAPACITY-BUILDING FOR MEMBERS OF THE  
QUALITY MANAGEMENT SYSTEM (QMS) TEAMS**

To: Director III  
Functional Division Chiefs  
All Others Concerned

- Concerning Office Memorandum No. 461, s. 2024, this Office shall conduct the Capacity-building for Members of the Quality Management System (QMS) Teams on October 28-29, 2024, at the RELC-NEAP, Training Hall 2.
- For inquiries or concerns, contact Dr. Harvie D. Villamor, Chairperson of the Training and Advocacy Team (TAT), through **hrdd.region8@deped.gov.ph**.
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

HRDD-DSS





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

September 10, 2024

**OFFICE MEMORANDUM**

HRDD-2024- 461

**CAPACITY-BUILDING FOR MEMBERS OF THE QUALITY  
MANAGEMENT SYSTEM (QMS) TEAMS**

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

- Concerning the results of the Learning and Development Needs Assessment administered by the Training and Advocacy Team (TAT) and other emerging needs, this Office shall conduct a Capacity-building for Members of the Quality Management System (QMS) Teams on October 22 - 23, 2024 at the RELC-NEAP, Training Hall 2.
- The activity aims to (a) enhance written and oral organizational communication skills, (b) prepare standard-based slide decks or presentations, and (c) create advocacy materials such as tarpaulins, posters, media posts, and more using free-to-use online graphic design tool/s.
- The participants in this activity are listed below.

Office / Participants	No. of Participants
Administrative Division	12
Curriculum and Learning Management Division	7
Education Support Services Division	6
Field Technical Assistance Division	3
Finance Division	6
Human Resource Development Division	4
Office of the Regional Director	2
Office of the Assistant Regional Director	2
Policy, Planning, and Research Division	4
Quality Assurance Division	4
Resource Persons	3
Total	53

- The Functional Division Chiefs are advised to prioritize the selection of personnel who are untrained in the various sessions outlined in this capacity-building program. Attached is the Program of Activities for reference.

5. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.
6. Expenses for the meals of the participants, such as lunches and snacks, shall be charged against HRDD Local Funds, subject to the existing accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

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

HRDD-DSS





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

**CAPACITY-BUILDING FOR MEMBERS OF THE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS**

October 22 - 23, 2024

RELC-NEAP, Training Hall 2

Time/Day	October 22, 2024	October 23, 2024
8:00 a.m. - 8:30 a.m.	Registration of Participants	Preliminaries
8:30 a.m. - 9:00 a.m.	Opening Program	Oral Organizational Communication Skills <b>Ariem V. Cinco</b>
9:00 a.m. - 10:30 a.m.	Creating Advocacy Materials Using Free-to-Use Online Graphic Design Tool/s <b>Ted Juan C. Peleño</b>	
10:30 a.m. - 10:45 a.m.	Health Break	
10:45 a.m. - 12:00 p.m.	Workshop and Presentation of Outputs	Workshop and Presentation of Outputs
12:00 p.m. - 1:00 p.m.	Lunch Break	
1:00 p.m. - 2:30 p.m.	Written Organizational Communication Skills <b>Ariem V. Cinco</b>	Preparing Standard-based Slide Decks/Presentations <b>Dina S. Superable</b>


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2:30 pm. – 2:45 p.m.	Health Break	
2:45 p.m. – 3:45 p.m.	Workshop and Presentation of Outputs <b>Ariem V. Cinco</b>	Workshop and Presentation of Outputs <b>Dina S. Superable</b>
3:45 p.m. – 4:30 p.m.	Closing Activities	
4:30 p.m. – 5:00 p.m.	End-of-day Evaluation	

Prepared by:

  
**DINA S. SUPERABLE**  
 EPS, HRDD

Noted by:

  
**HARVIE D. VILLAMOR EDD**  
 Chief of

