

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

October 15, 2024

HRDD-2024- 5 2 2

CONDUCT OF THE THIRD QUARTER MANAGEMENT REVIEW

To: I

Director III

Regional Functional Division Chiefs Quality Management Representatives

Chairperson and Co-chairperson of QMS Teams

OMS Secretariat

Unit and Section Heads

All Others Concerned

- 1. To ensure alignment and continued suitability, adequacy, effectiveness, and sustainability with the objectives, quality policy, and strategic directions of the Quality Management System (QMS), this Office announces that the Third Quarter Management Review (MR) shall be held on November 11, 2024, from 9:00 a.m. to 5:00 p.m. at the RECL NEAP Training Hall 2, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
- 2. The following management review agenda will be discussed:

	Particulars	Person or Office Responsible
1.	Status of actions from the previous management reviews	ARD/QMR
2.	Status of Planning Documents (SWOT, Risk Registry, Opportunity Registry)	QMR, RMT, and FD Chiefs
3.	Customer satisfaction and feedback	PAU
4.	Status of Programs, Activities, and Projects	RD/ARD, FD Chiefs
5.	Status of nonconformities and Requests for actions	QMR, Lead IQA
6.	Monitoring and measurement results (Updates on the improvement of Operations Manual and MEA-PIR)	FD Chiefs and Unit/Section Heads
7.	Internal Quality Audit results and COA Findings	Lead IQA Finance/Asset Mgmt.
8.	Performance of external providers	Asset Management
9.	Adequacy of resources	Lead QWT, FD Chiefs, and Unit/Section Heads
10	.Risk Monitoring and Review results	Lead RMT
11	Opportunities for improvement	QMR, FD Chiefs, and Unit/Section Heads





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12. Accomplishments of QMS teams and other	Leads of QMS Teams
matters	

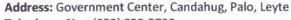
3. The participants in this activity are listed below:

Office/Participants	No. of Participant
Office of the Regional Director	2
Assistant Regional Director	1
Quality Management Representative (QMR)	1
Chairpersons and Co-chairpersons of the QMS	9
Teams and Functional Division Chiefs	
QMS Secretariat Chairperson, Co-chairperson,	6
and Core Members	
Supervising Administrative Officers (Admin &	2
Finance Divisions) Unit and Section Heads	
	1
- ICT Unit	1
- Legal Unit	
- Public Affairs Unit	1
- Asset Management Section	1
- Cash Section	1
- General Services Unit	1
- Payroll Services Unit	1
- Personnel Section	1
- Records Section	1
- Budget Section	1
- Accounting Section	1
- Learning Resource Management Section	1
- Special Programs and Projects Section	1
- Health and Nutrition Section	1
- Physical Facilities Section	1
- Procurement	1
Total	37

- 4. All QMS Chairpersons, RFD Chiefs, and Unit/Section Heads shall prepare their respective slide decks/presentations based on the agenda items. The presentation template may be downloaded from https://bit.ly/2024-Mgt-Reviews. All presentations for the Second Quarter MR shall be uploaded to the same link in the folder Third Quarter MR (November 11, 2024) on or before November 7, 2024.
- 5. For reference, attached are the Activity Matrix and Presentation/Report Template.
- 6. To facilitate the smooth conduct of the MR, the following are the undertakings that shall be performed by the QMS Secretariat core members:







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QMS Secretariat Members	Taskings
Dina S. Superable, Rex C.	Facilitate the MR and prepare the slide decks/
Briones, or any available core	presentation during the MR proceedings
member of the Secretariat	Read the minutes of the 2 nd Quarter MR
Dina S. Superable, Rex C.	Write the minutes of the 3rd Quarter MR
Briones, or any available core	
member of the Secretariat	
Melvin Chito M. Solis	Prepare the floor plan, in coordination with the catering service provider, and table name cards of the attendees
Jimmy G. Gula	Prepare and distribute the MR folder with the
Rachel R. Cuevas	minutes of the meeting, activity matrix or
Marlou D. Camposano	program, and other relevant attachments

- 7. For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through **pprd.region8@deped.gov.ph**.
- 8. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III
Regional Director

HRDD-DSS







MANAGEMENT REVIEW ACTIVITY MATRIX

Time	Activity/Agenda/Inputs/ Discussions	In-charge
09:00-09:15	Opening Preliminaries	Secretariat
	National Anthem, Prayer, and Quality Policy	
	Welcome Remarks	Dr. Ronelo Al K. Firmo Assistant Regional Director
09:15-10:00	Meeting Proper Roll Call	Dr. Rita R. Dimakiling Quality Management
	Call to Order/Message	Representative (QMR) Dr. Evelyn R. Fetalvero Regional Director
	Presentation of the Provisional Agenda	Atty. Eleanor C. Calumpiano or Dr. Harvie D. Villamor Deputy QMRs
	Status of actions from previous management committee meeting (9.3.2a)	Dr. Rita R. Dimakiling
	Review/Reading of the Previous Minutes of the Meeting	Secretariat
	Approval of the Previous Minutes of the Meeting	Dr. Evelyn R. Fetalvero
10:00-12:00	Status of Planning Documents, SWOT, Risk Registry, and Opportunity Registry	QMR, Risk Management Team (RMT), Chiefs/Process Holders
	Customer satisfaction and feedback	Public Affairs Unit
12:00-01:00	Lui	nch
01:00-04:30	Status of Programs, Activities, and Projects (PAPs)	RD/ARD, Chiefs, Unit/Section Heads
	Status of nonconformities and Request for Actions	QMR, Lead IQA
	Monitoring and measurement results – Updates on the improvement of Operations Manuals, MEA/PIR	Chiefs, Unit/Section Heads
	Internal Quality Audit Results COA Findings	Internal Quality Audit (IQA) Team Finance Division/Asset Management
	Performance of external providers	Asset Management
	Adequacy of resources	Quality Workplace Team (QWT) with Chiefs, Unit/Section Heads





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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

	Risk Monitoring and Review Results	Risk Management Team (RMT)
	Opportunities for Improvement	QMR, Chiefs, Unit/Section Heads
	Accomplishment report of QMS teams	Chairpersons, QMS Teams RFD Chiefs
	Issues and Concerns per FD	
04:30-05:00	Adjournment/ Closing Activity	ARD/QMR/Secretariat





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PRESENTATION/REPORT TEMPLATES

QMS Team:		Team Chairperson:		
Quarter/Date	Activities		Reference Documented Information/MoVs	
RFD Chief:		1	Division:	
Issues and Concerns		Recomme	endations/Plan of Actions	





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