



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

January 30, 2025

OFFICE MEMORANDUM
HRDD-2025 - **057**

CONDUCT OF THE QUARTERLY MANAGEMENT REVIEWS

To: Director III
Regional Functional Division Chiefs
Quality Management Representatives
Chairperson and Cochairperson of QMS Teams
QMS 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 shall conduct **Quarterly Management Reviews (MRs)** on the following schedules: May 2, 2025 (First Quarter), July 31, 2025 (Second Quarter), October 29, 2025 (Third Quarter), and December 9, 2025 (Fourth Quarter).

2. The following management review agenda will be discussed:

Particulars	Person or Office Responsible	Quarter
1. Status of actions from the previous management reviews	ARD/QMR	Q1 - Q4
2. Status of Planning Documents (SWOT, Risk Registry, Opportunity Registry)	QMR, RMT, and FD Chiefs	Q1 - Q4
3. Customer satisfaction and feedback	PAU	Q1 - Q4
4. Status of OPCR	All RDF Chiefs	Q2 & Q4
5. Status of Programs, Activities, and Projects	RD/ARD, FD Chiefs	Q1 - Q4
6. Status of nonconformities and Requests for actions	QMR, Lead IQA	Q1 - Q4
7. Monitoring and measurement results (Updates on the improvement of Operations Manual and MEA-PIR)	FD Chiefs and Unit/Section Heads	Q1 - Q4
8. Internal Quality Audit results and COA Findings	Lead IQA Finance/Asset Management	Q1 - Q4



9. Performance of external providers	Asset Management	Q1 - Q4
10. Adequacy of resources	Lead QWT, FD Chiefs, and Unit/Section Heads	Q1 - Q4
11. Risk Monitoring and Review results	Lead RMT	Q1 - Q4
12. Opportunities for improvement	QMR, FD Chiefs, and Unit/Section Heads	Q1 - Q4
13. Accomplishments of QMS teams and other matters	Leads of QMS Teams	Q1 - Q4

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 Cochairpersons of the QMS Teams and Functional Division Chiefs	9
QMS Secretariat Chairperson, Cochairperson, and Core Members	6
Supervising Administrative Officers (Administrative & Finance Divisions)	2
Unit and Section Heads	
- ICT Unit	1
- Legal Unit	1
- 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 team chairpersons, RFD Chiefs, and Unit/Section Heads shall prepare their slide decks based on the agenda items. The presentation template may be downloaded from <https://bit.ly/2025-Mgt-Reviews>.

5. Attached are the Activity Matrix and Presentation/Report Template, for reference.

6. To facilitate the smooth conduct of the MR, the following are the undertakings that the QMS Secretariat core members shall perform:

QMS Secretariat Members	Taskings
Dina S. Superable, Rex C. Briones, or any core member of the Secretariat	Facilitate the MR and prepare the slide deck of the MR proceedings Read the minutes of the 4 th Quarter MR
QMS Secretariat	Write the minutes of the MR
Melvin Chito M. Solis	Prepare the floor plan in coordination with the catering service provider and table name cards of the attendees
Rachel R. Cuevas Jimmy G. Gula Marlou D. Camposano	Prepare and distribute the MR folder with the minutes of the meeting, activity matrix or program, and other relevant attachments

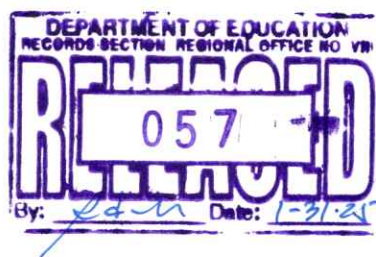
7. Expenses incurred relative to the conduct of the activity, such as one lunch and two snacks, venue rental, and other incidental expenses, shall be charged to Local Funds, subject to the existing accounting and auditing rules and regulations.

8. For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through **pprd.region8@deped.gov.ph**.

9. 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
9:00-9:15	Opening Preliminaries National Anthem, Prayer, and Quality Policy Welcome Remarks	Secretariat Dr. Ronelo Al K. Firmo <i>Assistant Regional Director</i>
9:15-10:00	Meeting Proper Roll Call	Dr. Rita R. Dimakiling <i>QMR</i>
	Call to Order/Message	Dr. Evelyn R. Fetalvero <i>Regional Director</i>
	Presentation of the Provisional Agenda	Atty. Eleanor C. Calumpiano or Dr. Harvie D. Villamor <i>Deputy QMRs</i>
	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
	Status of OPCR (Q2 & Q4 only)	RD/ARD, Chiefs, Unit/Section Heads
12:00-1:00	Lunch	
1:00-4:30	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

	Risk Monitoring and Review Results	Risk Management Team (RMT)
	Opportunities for Improvement	QMR, Chiefs, Unit/Section Heads
	Accomplishment report of QMS teams Issues and Concerns per FD	Chairpersons, QMS Teams RFD Chiefs
4:30-5:00	Adjournment/ Closing Activity	ARD/QMR/Secretariat

PRESENTATION /REPORT TEMPLATES

QMS Team: _____ **Team Chairperson:** _____

Quarter/Date	Activities	Reference Documented Information/MoVs