



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

July 7, 2020

OFFICE MEMORANDUM

No. **253**, s. 2020

To: **Process Quality Review Team (PQRT) Members**
All Others Concern

SPECIFIC TASKS OF THE PROCESS QUALITY REVIEW TEAM (PQRT) MEMBERS

1. To ensure quality performance with regard to accessibility of documented information of the Process Quality Review Team (PQRT), this Office has identified specific tasks to the following members:

No.	NAME OF PQR TEAM MEMBERS	TEAM	ASSIGNED DIVISION/SECTION/ UNIT/ QMS CORE TEAM	SPECIFIC TASKS
1	Gladys J. Fabillo	A	Quality Management Representative (QMR)	<ul style="list-style-type: none">• Check and update filing of documents (Itinerary, checklist, CAR issued and others) as to completeness of required audit reports.• Monitor the CARs according to their completeness and effectiveness of the required actions.
2	Ronafe T. Anagap	A	Personnel Section (PS)-Admin	
3	Russel L. Resco	A	Quality Assurance Division (QAD)	
4	Geraldine M. Mangaliman	A	Legal Unit	
5	Alejandra B. Lagumbay	B	Regional Director with the Top Management	
			Asset Management Section (AMS)-Admin	
6	Fe M. Gerona	B	Cash-Admin	
7	Reynaldo E. Nayre	B	Education Facilities Services (EFS-ESSD)	
8	Teodorico C. Pelino, Jr.	B	Bids and Awards Committee (BAC)	
			Office of the Assistant Regional Director	
9	Elizabeth E. Caboboy	C	Documented Information Team (DIT)	



			Finance Division (FD)	
10	Gerardo L. Adtoon	C	Human Resource and Development Division (HRDD) Policy, Planning and Research Division (PPRD)	
11	Sarah S. Cabaluna	C	Special Programs, Partnerships and Support (SPPSS-ESSD)	
12	Marlou Camposano D.	D	General Services Unit (GSU)-Admin Workplace Improvement Team (WIT)	
13	Leonardo A. Cordova	D	Public Affairs Unit (PAU) Process Quality Review Team (PQRT)	
14	Dandy G. Acuin	D	School Health Services (SHS-ESSD)	
15	Gary Jay N. Calipayan	E	Records Section-Admin Information Communication and Technology (ICT)	
16	Jennylynd D. Daya	E	Curriculum and Learning Management Division (CLMD)	
17	Kathrine Rae A. Cromente	E	Field Technical Assistance Division (FTAD)	
SECRETARIAT				SPECIFIC TASKS
<p>Head Secretariat: Gladys J. Fabillo</p> <p>Members: Ronafe T. Anagap Gerardo L. Adtoon Marlou D. Camposano</p>				<ul style="list-style-type: none"> • Monitor the status of the issued CAR; • Prepare PQR summary report noted by the Team Leader and submitted to QMR for approval;

	<ul style="list-style-type: none"> • Maintain all the PQR documents of the conducted process quality review; • Conduct inventory of NCs and OFIs also kept maintained ready for reference; • Update PQR monitoring tool; • Check and update filing of documents as to completeness of required process quality report; • Conduct inventory of quality reviewed processes; and • Record and consolidate the PQR evaluation results.
OTHER TASKS ASSIGNED TO PQR MEMBERS:	
Kathrine Rae A. Cromente	<ul style="list-style-type: none"> • Prepare, update PQR templates, make DRAF and print the PQR Quality Procedure
Leonardo A. Cordova	<ul style="list-style-type: none"> • Prepare CAR-Service Realization of PQR
Jennylynd D. Daya	<ul style="list-style-type: none"> • Prepare Minutes of the PQR meetings and other activities
Geraldine M. Mangaliman	
TASKS OF THE PQR TEAM LEADER AND DEPUTY	
Rita R. Dimakiling	<ul style="list-style-type: none"> • Oversee the process quality review • Lead in updating the PQRT Quality Procedure • Prepare memorandum/program/plan • Do other related tasks.
Sonny S. Tayum	<ul style="list-style-type: none"> • Assist the PQR Team Leader in updating the PQRT Quality Procedure and preparation of memorandum/program/plan and other related tasks.

The members of the Process Quality Review Team (PQRT)

Team A	Team B	Team C	Team D	Team E
Sub-Team Leader: Gladys J. Fabillo	Sub-Team Leader: Alejandra B. Lagumbay	Sub-Team Leader: Elizabeth E. Caboboy	Sub-Team Leader: Sonny S. Tayum	Sub-Team Leader: Rita R. Dimakiling
Members: Ronafe T. Anagap	Members: Fe M. Gerona	Members: Gerardo L. Adtoon	Members: Marlou D. Camposano	Members: Gary Jay N. Calipayan
Russel L. Resco	Reynaldo E. Nayre	Sarah S. Cabaluna	Leonardo A. Cordova	Kathrine Rae A. Cromente
Geraldine M. Mangaliman	Teodorico C. Pelino, Jr.		Dandy G. Acuin	Jennylynd D. Daya

- Each PQR team member is expected to perform his/her specific tasks and they shall be reflected in his/her OPCR/IPCR. The tasks stated above shall be included in their Annual Implementation Plan under the Unit Performance.
- Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO, EdD, CESO IV
 Director IV *N. A.*

QAD-RRD