



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

July 6, 2020

OFFICE MEMORANDUM

No. **254**, s. 2020

To: **Process Quality Review Team (PQRT) Members**
Quality Management Representatives (QMR)
Regional Office Division Chiefs
Section/Unit Heads
ISO Team Leaders
All Others Concerned

**CORRIGENDUM OF THE 2020 PROCESS QUALITY REVIEW (PQR) FORMERLY STATED AS
OFFICE INTERNAL AUDIT PER MEMORANDUM OM-2019-301 DATED DECEMBER 19, 2019**

1. To ensure conformance with the requirements of the standards of ISO 9001:2015 and to assure continuous improvement in the delivery of different core processes, the Process Quality Review Team (PQRT) will conduct process quality review from July 2020 to December 2020.

2. The objectives are as follows:

- Rename the Office Internal Audit Process to Process Quality Review (PQR);
- Respond to the service realization as indicated in the corrective action report;
- Ensure that all Regional Office (RO) Divisions and the declared processes will be audited within the Calendar Year (CY); and
- Adjust previous Process Quality Review (PQR) schedule to respond to the requirements of the "new normal" situations.

3. The members of the Process Quality Review Team (PQRT) are subdivided into five teams with sub-team leaders are as follows:

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



4. The Regional Office (RO) Divisions and Sections/Units/ process owners are expected to follow the date of visit stated in the Annex A entitled "Revised Process Quality Review (PQR) Program".
5. All the Regional Office Division Chiefs and Heads of Sections/Sections are advised to include Process Quality Review in the 2020 Annual Implementation Plan (AIP) as pre-process quality review to lessen the chances of obtaining non-conformances. It is further advised that the inclusion of the review schedule in the office monthly calendar of activities for 2020 shall be facilitated to ensure strict implementation of the above stated process quality review arrangements. Moreover, every office shall ensure that process owners are available during the specified dates to have a smooth flow of office process quality review implementation.
6. Immediate dissemination of and compliance with this Memorandum are desired.



RAMIR B. UYTICO EdD, CESO IV
Director IV

QAD-RRD



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ANNEX A

**REVISED PROCESS QUALITY REVIEW (PQR)
 PROGRAM FOR CY 2020
 July-December 2020**

DATE OF REVIEW		RO DIVISION/ UNIT/SECTION/ PROCESS OWNER	PROPONENT	PQR TEAM
Month	Date			
JULY	8	Quality Management Review (QMR)	Harvie D. Villamor	Team A
	8	Asset Management Section (AMS)-Admin	Elizabeth E. Caboboy	Team B
	9	Documented Information Team (DIT)	Isidro C. Catubig	Team C
	9	General Services Unit (GSU)-Admin	Apple T. Reyes	Team D
	10	Records Section -Admin	Mercedes D. Sarmiento	Team E
	10	Personnel Section (PS)-Admin	Eva D. Rosales	Team A
	21	Cash Section-Admin	Russel L. Resco	Team B
	21	Policy, Planning and Research Division (PPRD)	Isidro C. Catubig	Team C
	24	Public Affairs Unit (PAU)	Jazmin F. Calzita	Team D
	24	Field Technical Assistance Division (FTAD)	Alejandrino L. Yman	Team E
AUGUST	3	Quality Assurance Division (QAD)	Rita R. Dimakiling	Team A
	4	Education Facilities Services (EFS-ESSD)	Cesar P. Verunque/ Ryan L. Bagon	Team B
	4	Special Programs, Partnerships and Support (SPPSS-ESSD)	Cesar P. Verunque	Team C
	4	School Health Services (SHS-ESSD)	Cesar P. Verunque/ Elsa N. Gerona	Team D



DATE OF REVIEW		RO DIVISION/ UNIT/SECTION/ PROCESS OWNER	PROPONENT	PQR TEAM
Month	Date			
	5	Curriculum and Learning Management Division (CLMD)	Rosemarie D. Guino	Team E
	6	Legal Unit-ORD	Eleanor C. Calumpiano	Team A
	6	Bids and Awards Committee (BAC)	Arnulfo M. Balane	Team B
	7	Finance Division (FD)	Alma E. Suyom	Team C
	10	Workplace Improvement Team (WIT)	Mercedes D. Sarmiento	Team D
AUGUST	24	Information Communication and Technology Unit (ICTU)	Jim A. Lagado	Team E
	26	Personnel Section-Admin	Eva D. Rosales	Team A
	26	Finance Division (FD)	Alma E. Suyom	Team C
SEPTEMBER	3	Information Communication and Technology Unit (ICTU)	Jim A. Lagado	Team E
	7	Asset Management Section (AMS)-Admin	Elizabeth E. Caboboy	Team D
	8	Cash Section-Admin	Russel L. Resco	Team B
	11	Personnel Section-Admin	Eva D. Rosales	Team A
	11	Finance Division (FD)	Alma E. Suyom	Team C
	14	Information Communication and Technology Unit (ICTU)	Jim A. Lagado	Team E
	18	Policy, Planning and Research Division (PPRD)	Isidro Catubig	Team B
	22	General Services Unit (GSU)-Admin	Apple T. Reyes	Team D
	28	Payroll Services Unit (PSU)-Admin	Eva D. Rosales	Team B
	30	Personnel Section-Admin	Eva D. Rosales	Team A
30	Finance Division (FD)	Alma E. Suyom	Team C	
OCTOBER	6	Process Quality Review Team (PQRT)	Rita R. Dimakiling	QMR
	8	Public Affairs Unit (PAU)-ORD	Jasmin F. Calzita	Team D
	9	Payroll Services Unit (PSU)-Admin	Eva D. Rosales	Team B
	12	Personnel Section-Admin	Eva D. Rosales	Team A
	16	Records Section-Admin	Mercedes D. Sarmiento	Team E
	16	Quality Assurance Division (QAD)	Rita R. Dimakiling	Team B

DATE OF REVIEW		RO DIVISION/ UNIT/SECTION/ PROCESS OWNER	PROPONENT	PQR TEAM
Month	Date			
	22	Policy, Planning and Research Division (PPRD)	Isidro Catubig	Team D
	22	Finance Division (FD)	Alma E. Suyom	Team C
	23	Office of the Regional Director (ORD)	Ramir B. Uytico	Team B
	23	Curriculum and Learning Management Division (CLMD)	Rosemarie M. Guino	Team E
	26	Personnel Section-Admin	Eva D. Rosales	Team A
	27	Office of the Assistant Regional Director (OARD)	Arnulfo M. Balane	Team D
	27	Field Technical Assistant Director (FTAD)	Alejandrino L. Yman	Team E
NOVEMBER	9	Office of the Assistant Regional Director (OARD)	Arnulfo M. Balane	Team A
	11	Legal Unit-ORD	Eleanor C. Calumpiano	Team E
	13	Personnel Section-Admin	Eva D. Rosales	Team D
	13	Finance Division (FD)	Alma E. Suyom	Team C
	19	Human Resource and Development Division (HRDD)	Harvie D. Villamor	Team C
	19	Workplace Improvement Team (WIT)	Mercedes D. Sarmiento	Team E
	23	Finance Division (FD)	Alma E. Suyom	Team C
	24	Education Facilities Services (EFS-ESSD)	Cesar P. Verunque/ Ryan L. Bagon	Team B
	24	Documented Information Team (DIT)	Isidro C. Catubig	Team E
	25	School Health Services (SHS-ESSD)	Dr. Elsa N. Gerona	Team D
	25	Quality Management Representative (QMR)	Harvie D. Villamor	Team A
	26	Special Programs, Partnerships and Support (SPPSS-ESSD)	Cesar P. Verunque	Team C
27	Personnel Section-Admin	Eva D. Rosales	Team A	
DECEMBER	3	Regional Director with the Top Management	Ramir B. Uytico	Team B
	4	Personnel Section-Admin	Eva D. Rosales	Team A
	4	Bids and Awards Committee (BAC)	Arnulfo M. Balane	Team B


DATE OF REVIEW		RO DIVISION/ UNIT/SECTION/ PROCESS OWNER	PROPONENT	PQR TEAM
Month	Date			
	11	Special Programs, Partnerships and Support (SPPSS-ESSD)	Cesar P. Verunque	Team E
	14	Finance Division (FD)	Alma E. Suyom	Team C
	16	Personnel Section-Admin	Eva D. Rosales	Team D

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
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Geraldine M. Mangaliman	Teodorico C. Pelino, Jr.		Dandy G. Acuin	Jennylynd D. Daya

Prepared by:

Noted:


RITA R. DIMAKILING
PQR Team Leader


HARVIE D. VILLAMOR
Quality Management Representative

Approved by:


RAMIR B. UYTICO EdD, CESO IV
Director IV