

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

July 13, 2020

OFFICE MEMORANDUM

No. 268

, s. 2020

To:

Director III

Regional Office Division Chiefs, Unit, and Section Heads

QMS Team Leaders All Others Concerned

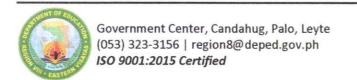
CONDUCT OF TOP MANAGEMENT MEETING

- 1. To ensure continuous improvement in the course of implementing the Quality Management Systems, this Office shall conduct a Management Review on July 17, 2020, 1:00 p.m. at the Training Hall 1, DepEd Regional Office VIII.
- 2. The following agenda will be discussed during the review:
 - a. the status of actions from previous management reviews;
 - changes in external and internal issues that are relevant to the quality management system;
 - c. information on the performance and effectiveness of the quality management system, including trends in:
 - 1. customer satisfaction and feedback from relevant interested parties;
 - 2. the extent to which quality objectives have been met;
 - 3. process performance and conformity of products and services;
 - 4. nonconformities and corrective actions;
 - 5. monitoring and measurement results;
 - 6. audit results; and
 - 7. the performance of external providers;
 - d. the adequacy of resources;
 - e. the effectiveness of actions taken to address risks and opportunities; and
 - f. opportunities for improvement.
- 3. Expenses incurred for snacks and venue rental shall be charged to Administrative Division Funds subject to usual accounting and auditing rules and regulations.
- 4. Immediate dissemination of and compliance with this memorandum are desired.

RAMIR B. UYTICO EdD, CESO IV

Director IV

ORD-PAU-JFC



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