



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

September 1, 2021

**OFFICE MEMORANDUM**

No. **000418** s. 2021

To: OIC- Assistant Regional Director  
Regional Office Division Chiefs, Unit and Section Heads  
QMS Team Leaders  
All Others Concerned

**CONDUCT OF MANAGEMENT REVIEW**

1. To ensure continuous improvement in the implementation of the Quality Management System, this Office shall conduct a Management Review on September 10, 2021 at 9:00 a.m. to 5:00 p.m.
2. The following agenda will be discussed:
  - a. status of actions from the previous management reviews;
  - b. 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:
    - i. customer satisfaction and feedback from relevant interested parties;
    - ii. extent to which quality objectives are met;
    - iii. process performance and conformity of products and services;
    - iv. non-conformities and corrective actions;
    - v. monitoring and measure results;
    - vi. audit results; and
    - vii. performance of external providers;
  - d. adequacy of resources;
  - e. effectiveness of action taken to address risks and opportunities; and
  - f. opportunities for improvement.
3. The health and safety protocols set by the Inter-Agency Task Force- Emerging Infectious Diseases (IATF-EID) will be strictly observed.
4. Expenses incurred for snacks and lunch shall be charged to RO funds, subject to the usual accounting and auditing rules and regulations.



5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

HRDD- DSS

