



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

February 21, 2022

OFFICE MEMORANDUM

No. 101, s. 2022

TO: Assistant Regional Director
Regional Office Division Chiefs
Regional Office Unit Heads
Regional ISO Core Teams

**2022 REGIONAL OFFICE PROCESS QUALITY REVIEW (PQR)/
INTERNAL QUALITY AUDIT (IQA)**

1. To ensure continual improvement in the operationalization of the Quality Management System (QMS) and conformance with the office requirements and ISO 9001:2015 standards, this Office announces the conduct of the Process Quality Review (PQR)/Internal Quality Audit (IQA) for the Calendar Year 2022 to commence on March 14, 2022 until December 2022. The details on the schedule and the arrangement of offices to be reviewed are specified in the herein attached copy of the PQR/IQA Program (Annex A).
2. All Regional Office Division Chiefs and Heads of Units/Sections are advised to include the PQR activity in the 2022 Annual Implementation Plan (AIP), Individual and Office Performance and Commitment Review Form (IPCRF and OPCRF) for proper implementation of the said program and to lessen chances of having conflicting office schedules. Moreover, every office should ensure that process owners are available during the specified dates to have a smooth flow of the office PQR/IQA implementation.
3. Immediate dissemination of and compliance with this memorandum are desired.




EVELYN R. FETALVERO, CESO IV
Regional Director



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ISO 9001:2015 Certified

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

ANNEX A

**PROCESS QUALITY REVIEW (PQR)/
 INTERNAL QUALITY AUDIT (IQA)
 PROGRAM FOR CY 2022
 March 2022-December 2022**

Quarter	Review/Audit Schedule	OFFICES	Proponent	Target No. of Processes	PQR Team
Quarter 1					TEAM A
	March 14, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Russel L. Resco
	March 14, 2022	FINANCE DIVISION	Alma Suyom	3	Geraldine M. Mangaliman
	March 16, 2022	PAYROLL SERVICES-ADMIN	Alejandrito Yman	3	Gladys J. Fabillo
	March 16, 2022	PAU-ORD	Jasmin Calzita	3	Ronafe T. Anagap
					TEAM B
	March 23, 2022	FINANCE DIVISION	Alma Suyom	3	Alejandra B. Lagumbay
	March 16, 2022	GENERAL SERVICES UNIT-ADMIN	Apple Reyes	3	Fe M. Gerona
	March 16, 2022	LEGAL UNIT-ORD	Eleonor Calumpiano	3	Jennylynd D. Daya
	March 16, 2022	EFS-ESSD	Cesar Isidro Catubig	3	Teodorico C. Pelino, Jr.
					TEAM C
	April 6, 2022	FINANCE DIVISION	Alma Suyom	3	Gerardo L. Adtoon
	March 16, 2022	ASSET MANAGEMENT SECTION-ADMIN	Laura Paglinawan	2	Gary Jay N. Calipayan
	March 16, 2022	QAD	Rosemarie Guino	2	Elizabeth E. Caboboy
	March 23, 2022	ICT UNIT-ORD	Jim Lagado	2	May Ann Ladrera



Quarter	Review/Audit Schedule	OFFICES	Proponent	Target No. of Processes	PQR Team
					TEAM D
	March 23, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Leonardo A. Cordova
	March 16, 2022	CASH SECTION-ADMIN	Russe IResco	3	Marlou D. Camposano
	March 16, 2022	SPPS-ESSD	Isidro Catubig	2	Sonny S. Tayum
	March 23, 2022	RECORDS SECTION-ADMIN	Ariem Cinco	3	Dandy G. Acuin
					TEAM E
	March 16, 2022	PPRD	Rita Dimakiling	3	Kathrine Rae A. Cromente
	March 16, 2022	CLMD	Harvie Villamor	3	Reynaldo E. Nayre
	April 6, 2022	HRDD	Mercedes Sarniento	3	Sarah S. Cabaluna
	April 6, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Rosemarie M. Guino
Quarter 2					TEAM A
	April 11, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Gladys J. Fabillo
	April 11, 2022	FINANCE DIVISION	Alma Suyom	3	Geraldine M. Mangaliman
	May 3, 2022	GENERAL SERVICES UNIT-ADMIN	Apple Reyes	3	Russel L. Resco
	May 3, 2022	LEGAL UNIT-ORD	Eleonor Calumpiano	3	Ronafe T. Anagap
					TEAM B
	May 11, 2022	FINANCE DIVISION	Alma Suyom	3	Alejandra B. Lagumbay
	May 11, 2022	ASSET MANAGEMENT SECTION-ADMIN	Laura Paglinawan	3	Fe M. Gerona
	June 8, 2022	QAD	Rosemarie Guino	3	Jennylynd D. Daya
	June 8, 2022	SHS-ESSD	Isidro Catubig	2	Teodorico C. Pelino, Jr.
					TEAM C
	April 27, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Gerardo L. Adtoon
	April 28, 2022	CASH SECTION-ADMIN	Russel Resco	3	Gary Jay N. Calipayan
	May 3, 2022	SPPS-ESSD	Isidro Catubig	3	Elizabeth E. Caboboy
	May 4, 2022	RECORDS SECTION-ADMIN	Ariem Cinco	2	May Ann Ladrera
					TEAM D

Quarter	Review/Audit Schedule	OFFICES	Proponent	Target No. of Processes	PQR Team
	May 3, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Leonardo A. Cordova
	May 4, 2022	PPRD	Rita Dimakiling	3	Marlou D. Camposano
	May 4, 2022	CLMD	Harvie Villamor	3	Sonny S. Tayum
	May 4, 2022	HRDD	Mercedes Sarmiento	3	Dandy G. Acuin
					TEAM E
	May 25, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Rosemarie M. Guino
	May 25, 2022	FINANCE DIVISION	Alma Suyom	3	Sarah S. Cabaluna
	June 15, 2022	PAYROLL SERVICES-ADMIN	Alejandrito Yman	3	Kathrine Rae A. Cromente
	June 15, 2022	PAU-ORD	Jasmin Calzita	3	Reynaldo E. Nayre
Quarter 3					TEAM A
	July 5, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Russel L. Resco
	July 5, 2022	FINANCE DIVISION	Alma Suyom	3	Geraldine M. Mangaliman
	August 9, 2022	CASH SECTION-ADMIN	Russel Resco	3	Gladys J. Fabillo
	August 9, 2022	QAD	Rosemarie Guino	2	Ronafe T. Anagap
					TEAM B
	July 28, 2022	FINANCE DIVISION	Alma Suyom	3	Alejandra B. Lagumbay
	July 28, 2022	PPRD	Rita Dimakiling	3	Fe M. Gerona
	'August 16, 2022	SPPS-ESSD	Isidro Catubig	2	Jennylynd D. Daya
	'August 16, 2022	ORD	Evelyn R. Fetalvero	2	Teodorico C. Pelino, Jr.
					TEAM C
	July 12, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Gerardo L. Adtoon
	July 13, 2022	PPRD	Rita Dimakiling	3	Gary Jay N. Calipayan
	August 2, 2022	PAYROLL SERVICES-ADMIN	Alejandrito Yman	2	Elizabeth E. Caboboy
	August 3, 2022	SHS-ESSD	Isidro Catubig	2	May Ann Ladrera
					TEAM D
	July 27, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Leonardo A. Cordova
	August 3, 2022	FINANCE DIVISION	Alma Suyom	2	Marlou D. Camposano
	July 27, 2022	GENERAL SERVICES UNIT-ADMIN	Apple Reyes	3	Sonny S. Tayum
	August 3, 2022	FTAD	Cesar Verunque	4	Dandy G. Acuin

Quarter	Review/Audit Schedule	OFFICES	Proponent	Target No. of Processes	PQR Team
					TEAM E
	August 3, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Rosemarie M. Guino
	August 24, 2022	FINANCE DIVISION	Alma Suyom	3	Reynaldo E. Nayre
	August 3, 2022	ASSET MANAGEMENT SECTION-ADMIN	Laura Paglinawan	2	Sarah S. Cabaluna
	August 24, 2022	OARD	Bebiano I. Sentellas	2	Kathrine Rae A. Cromente
Quarter 4					TEAM A
	October 4, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Russel L. Resco
	October 4, 2022	FINANCE DIVISION	Alma Suyom	2	Geraldine M. Mangaliman
	November 3 2022	CASH SECTION-ADMIN	Russel Resco	3	Gladys J. Fabillo
	November 3 2022	BAC-ORD	Bebiano I. Sentellas	3	Ronafe T. Anagap
					TEAM B
	October 26, 2022	FINANCE DIVISION	Alma Suyom	3	Alejandra B. Lagumbay
	October 26, 2022	PPRD	Rita Dimakiling	3	Fe M. Gerona
	November 16, 2022	OARD	Bebiano Sentellas	3	Jennylynd D. Daya
	November 16, 2022	WIT	Mercedes Sarniento	1	Teodorico C. Pelino, Jr.
					TEAM C
	October 11, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Gerardo L. Adtoon
	October 12, 2022	PPRD	Rita Dimakiling	3	Gary Jay N. Calipayan
	November 9, 202	ICT UNIT-ORD	Jim Lagado	3	May Ann Ladrera
	November 10, 2022	QMR	Rita Dimakiling	1	Elizabeth E. Caboboy
					TEAM D
	October 26, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	3	Leonardo A. Cordova
	November 9, 2022	FINANCE DIVISION	Alma Suyom	2	Marlou D. Camposano
	October 26, 2022	CLMD	Harvie Villamor	2	Sonny S. Tayum
	November 9, 2022	DIT	Isidro Catubig	1	Dandy G. Acuin
					TEAM E

Quarter	Review/Audit Schedule	OFFICES	Proponent	Target No. of Processes	PQR Team
	December 7, 2022	PERSONNEL SECTION-ADMIN	Eva Rosales	4	Kathrine Rae A. Cromente
	December 14, 2022	FINANCE DIVISION	Alma Suyom	2	Rosemarie M. Guino
	December 14, 2022	ASSET MANAGEMENT SECTION-ADMIN	Laura Paglinawan	3	Sarah S. Cabaluna Reynaldo E. Nayre
	December 7, 2022	PQR	Rosemarie Guino	2	QMR
TOTAL				217	

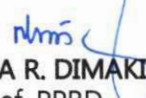
The members of the Process Quality Review (PQR)/Internal Quality Audit (IQA) Team:

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

Prepared by:


ROSEMARIE M. GUINO EdD
 Chief, QAD
 PQR/IQA Team Leader
 2/21/2022

Noted:


RITA R. DIMAKILING PhD
 Chief, PPRD
 Quality Management Representative

Approved by:


EVELYN R. FETALVERO, CESO IV
 Regional Director