



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

February 21, 2022

OFFICE MEMORANDUM

No. **1104**, s. 2022

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

2021 YEAR-END PROCESS QUALITY REVIEW (PQR)

1. In order to get the overall scenario in the implementation of office core processes and to provide information that will be utilized in the adjustment of plans for the continual improvement in the organizational operations, this Office announces the conduct of the 2021 Year-End Process Quality Review (PQR) for all the transactions requiring process audit by the PQR Team and the Quality Management Representative (QMR) on the following schedules:

2021 Year-End PQR Schedule	REGIONAL OFFICE (RO) Division/Section/Unit	No. Processes to be Audited	Responsible PQR Team
March 7, 2022	PAU-ORD	2	Team A
	EFS-ESSD	2	
	RECORDS SECTION-ADMIN	2	
	FTAD	2	
	PERSONNEL SECTION-ADMIN	17	Team B
	CASH SECTION-ADMIN	12	Team C
	ASSET MANAGEMENT SECTION-ADMIN	10	Team D
	PAYROLL SERVICES-ADMIN	7	Team E
	QAD	7	
March 8, 2022	LEGAL UNIT-ORD	6	Team A
	CLMD	6	Team B
	GENERAL SERVICES UNIT-ADMIN	5	
	SPPS-ESSD	4	



2021 Year-End PQR Schedule	REGIONAL OFFICE (RO) Division/Section/Unit	No. Processes to be Audited	Responsible PQR Team
	OARD	5	Team C
	WIT	1	
	FINANCE DIVISION	34	Team D
	ORD	2	Team E
	QMR	1	
	BAC-ORD	3	
	PQR	2	QMR

2. All Regional Office Division Chiefs and Heads of Units/Sections are advised to be available or designate office focal persons to be in their respective stations during the specified dates to have a smooth flow of the RO PQR implementation.
3. In view of this, the PQR Sub-Team Leaders are advised to call for a pre-audit meeting (F2F or virtual) with their respective members for the preparation of the PQR required tools and documents on **March 2, 2022**.
4. Immediate dissemination of and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

PQR-SST

