



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

February 7, 2023

**OFFICE MEMORANDUM**

No. **069**, s. 2023

To: Assistant Regional Director  
Regional Functional Division Chiefs  
Quality Management Representatives  
Chairperson and Co-Chairperson of QMS Teams  
QMS Secretariat  
Unit and Section Heads  
All Others Concerned

**CONDUCT OF YEAR-END MANAGEMENT REVIEW**

1. To ensure alignment and continued suitability, adequacy, effectiveness, and sustainability with the objectives, quality policy, and strategic directions of the Quality Management System (QMS), this Office shall conduct a Year-end Management Review on February 22, 2023, from 9:00 a.m. to 5:00 p.m. at the RELC NEAP Function Hall, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.

2. The following management review agenda will be discussed:

Particulars	Person or Office Responsible
1. Status of actions from the previous management reviews	ARD/QMR
2. Status of Planning Documents (SWOT, Risk Registry, Opportunity Registry)	QMR, RMT, and FD Chiefs
3. Customer satisfaction and feedback	PAU
4. Status of OPCR	RD/ARD, FD Chiefs
5. Status of Programs, Activities, and Projects	RD/ARD, FD Chiefs
6. Status of nonconformities and Requests for actions	QMR, Lead IQA
7. Monitoring and measurement results (Updates on the improvement of Operations Manual and MEA-PIR)	FD Chiefs and Unit/Section Heads
8. Internal Quality Audit results and COA Findings	Lead IQA Finance/Asset Mgmt.
9. Performance of external providers	Asset Management



10. Adequacy of resources	Lead QWT, FD Chiefs, and Unit/Section Heads
11. Risk Monitoring and Review results	Lead RMT
12. Opportunities for improvement	QMR, FD Chiefs, and Unit/Section Heads
13. Accomplishments of QMS teams and other matters	Leads of QMS Teams

14. The participants to this activity are listed below:

Office/Participants	No. of Participant
Office of the Regional Director	2
Assistant Regional Director	1
Quality Management Representative (QMR)	1
Chairpersons and Co-chairpersons of the QMS Teams and Functional Division Chiefs	9
QMS Secretariat Chairperson, Co-chairperson, and Core Members	6
Unit and Section Heads	
- ICT Unit	1
- Legal Unit	1
- Public Affairs Unit	1
- Asset Management Section	1
- Cash Section	1
- General Services Unit	1
- Payroll Services Unit	1
- Personnel Section	1
- Records Section	1
- Budget Section	1
- Accounting Section	1
- Learning Resource Management Section	1
- Special Programs and Projects Section	1
- Health and Nutrition Section	1
- Physical Facilities Section	1
- Procurement	1
<b>Total</b>	<b>35</b>

15. Expenses incurred relative to the conduct of the activity such as one lunch and two snacks for the one-day activity, venue rental, and other incidental expenses shall be charged against Local Fund, subject to the existing accounting and auditing rules and regulations.

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

PPRD-TCPJ



*[Signature]*  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director