



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

February 13, 2023

OFFICE MEMORANDUM

No. **084**, s. 2023

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

**CHANGE IN THE SCHEDULE OF AND ADDENDUM TO THE CONDUCT OF
YEAR-END MANAGEMENT REVIEW**

1. Due to conflicting schedules, this Office announces the resetting of the conduct of the Year-end Management Review (MR) from February 22, 2023, to February 23, 2023.
2. With reference to Office Memorandum No. 069, s. 2023, all Quality Management System (QMS) team leaders and Regional Functional Division (RFD) Chiefs and Unit/Section Heads shall prepare their respective slide deck presentations based on the agenda in the said Memorandum. Likewise, all RFD Chiefs are required to prepare their list of issues and concerns requiring top management decisions. The presentation template may be downloaded from https://bit.ly/MR_presentation. All presentations shall be uploaded to the same link.
3. To facilitate the smooth conduct of the MR, the following are the undertakings that shall be performed by the QMS Secretariat core members:

QMS Secretariat Members	Taskings
Dr. Teodorico C. Peliño Jr.	Facilitate the MR and prepare the slide deck presentation during the MR proceedings
Ms. Dina S. Superable	Read and write the minutes of MR
Dr. Melvin Chito M. Solis	Prepare the floor plan in coordination with the catering service provider and table name cards of the attendees
Ms. Rachel R. Cuevas	Prepare and distribute the minutes of the meeting
Dr. Jimmy G. Gula	Prepare and distribute the activity matrix or program

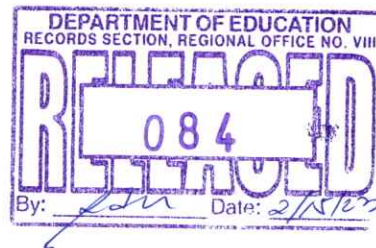
4. Attached are the Activity Matrix and Presentation/Report Template, for reference.



5. All other provisions of the said Office Memorandum which are consistent with this Memorandum shall remain in force and in effect.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

PPRD-TCPJ



Enclosure to OM No. 084, s. 2023

MANAGEMENT REVIEW ACTIVITY MATRIX

Time	Activity/Agenda/Inputs/Discussions	In-charge
09:00-09:15	Opening Preliminaries	Secretariat
	National Anthem, Prayer, and Quality Policy	
	Welcome Remarks	Dr. Bebiano I. Sentillas, CESO V <i>Assistant Regional Director</i>
09:15-10:00	Meeting Proper	
	Roll Call	Dr. Rita R. Dimakiling <i>Quality Management Representative (QMR)</i>
	Call to Order/Message	Dr. Evelyn R. Fetalvero, CESO IV <i>Regional Director</i>
	Presentation of the Provisional Agenda	Dr. Harvie D. Villamor or Atty. Eleanor C. Calumpiano <i>Deputy QMRs</i>
	Status of actions from previous management committee meeting (9.3.2a)	Dr. Rita R. Dimakiling
	Review/Reading of the Previous Minutes of the Meeting	Secretariat
	Approval of the Previous Minutes of the Meeting	Dr. Evelyn R. Fetalvero, CESO IV
10:00-04:00	Status of Planning Documents, SWOT, Risk Registry, and Opportunity Registry	QMR, Risk Management Team (RMT), Chiefs/Process Holders
	Customer satisfaction and feedback	Public Affairs Unit
	Status of OPCR	RD/ARD, Chiefs, Unit/Section Heads
12:00-01:00	Lunch	
01:00-04:30	Status of Programs, Activities, and Projects (PAPs)	RD/ARD, Chiefs, Unit/Section Heads
	Status of nonconformities and Request for Actions	QMR, Lead IQA
	Monitoring and measurement results – Updates on the improvement of Operations Manuals, MEA/PIR	Chiefs, Unit/Section Heads
	Internal Quality Audit Results COA Findings	Internal Quality Audit (IQA) Team Finance Division/Asset Management
	Performance of external providers	Asset Management
	Adequacy of resources	Quality Workplace Team (QWT) with Chiefs, Unit/Section Heads
	Risk Monitoring and Review results	Risk Management Team (RMT)
	Opportunities for Improvement	QMR, Chiefs, Unit/Section Heads
	Accomplishment report of QMS teams Issues and Concerns per FD	Chairpersons, QMS Teams RFD Chiefs
04:30-05:00	Adjournment/ Closing Activity	ARD/QMR/Secretariat

Enclosure to OM No. 084, s. 2023

PRESENTATION/REPORT TEMPLATES

QMS Team: _____ **Team Chairperson:** _____

Quarter/Date	Activities	Reference Documented Information/MoVs

RFD Chief: _____ **Division:** _____

Issues and Concerns	Recommendations/Plan of Actions



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
Total	35

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.



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

PPRD-TCPJ