



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

December 4, 2023

**OFFICE MEMORANDUM**

PPRD-2023- **727**

**PREPARATION AND SUBMISSION OF THE OPERATIONS MANUAL AND  
PLANNING DOCUMENTS PER REGIONAL FUNCTIONAL DIVISION**

To: Director III  
Regional Office Division Chiefs  
Quality Management Representatives  
Chairperson and Cochairperson of QMS Teams  
QMS Secretariat Chairperson and Cochairperson  
Unit and Section Heads  
All Others Concerned

1. With reference to the attached email from the National Quality Management System (NQMS) Secretariat and in preparation for the ISO Certification Stage 1 Audit, this Office, requires all Regional Functional Divisions and the Office of the Regional Director to update (if necessary) and submit their respective Operations Manual and Planning Documents to Ms. Mercedes D. Sarmiento, Chairperson of Knowledge Management Team (KMT), on or before December 15, 2023.
2. Likewise, Ms. Sarmiento shall organize the said documents and submit the same to the NQMS Secretariat-Organization Effectiveness Division on or before December 21, 2023 thru the link: [https://bit.ly/RO\\_Stage1Audit](https://bit.ly/RO_Stage1Audit).
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

PPRD-TCPJ

