



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

December 28, 2023

**OFFICE MEMORANDUM**

PPRD-2023- **773**

**EXTENSION FOR 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 OM 727, s. 2023, this Office reminds all Regional Functional Divisions and the Office of the Regional Director regarding the submission of the Operations Manual and Planning Documents to Ms. Mercedes D. Sarmiento, Chairperson of the Knowledge Management Team (KMT), which has been extended until December 29, 2023.
2. Ms. Sarmiento shall submit the aforementioned documents to the NQMS Secretariat-Organization Effectiveness Division on or before the said date 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.

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

PPRD-TCPJ



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