



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

January 19, 2024

**OFFICE MEMORANDUM**  
AD-2024- 44

**2024 QUALITY WORKPLACE ASSESMENT AND EVALUATION**

To: Assistant Regional Director  
Functional Division Chiefs  
All Others Concerned

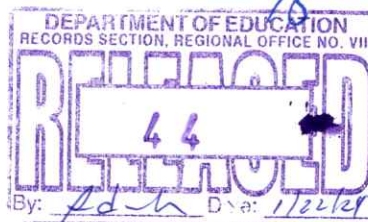
1. As part of this Office's commitment to maintaining a productive and positive work environment and in compliance with the National Quality Management System (NQMS), a Quality Workplace (QW) Assessment and Evaluation shall be conducted in all offices within the Regional Office VIII premises on **January 24-25, 2024**.
2. The table below shows the dates of assessment, the offices to be assessed, and the assigned assessors and evaluators.

<b>Date of Assessment and Evaluation</b>	<b>RO VIII Office</b>	<b>Assigned Teams</b>
January 24, 2024	<ul style="list-style-type: none"><li>• Office of the Regional Director</li><li>• Office of the Assistant Regional Director</li></ul>	<b>Team 1</b> Leader: Rosemarie M. Guino Members: Erna B. Pariña Hydelyn N. Cinco Fernanda L. Dela Cruz Jill M. Tormis Queennielyn C. Yu
January 25, 2024	<ul style="list-style-type: none"><li>• Legal Unit</li><li>• ICT Unit</li><li>• Public Affairs Unit</li></ul>	
January 24, 2024	ESSD	<b>Team 2</b> Leader: Marcelina Villamor Members: Apple T. Reyes Josephine L. Tajarros Ma. Jeanita C. Diongon
January 25, 2024	CLMD	
January 24, 2024	Finance Division	<b>Team 3</b> Leader: Alejandra B. Lagumbay Members: Linaflor I. Tajo Ryan Jay L. Bagon
January 25, 2024	HRDD	

		Epifania G. Melchor Franco A. Villamor
January 24, 2024	PPRD	<b>Team 4</b> Leader: Ma. Laura F. Paglinawan Members: Robert B. Ecot Dolores B. Cagara Andrei Gay Calipayan
January 25, 2024	FTAD	
January 24, 2024	<ul style="list-style-type: none"> <li>• Administrative Division</li> <li>• Personnel Section</li> <li>•</li> </ul>	<b>Team 5</b> Leader: Clark Dave P. Arante Members: Ted Juan C. Peleño Nova P. Jorge Werlyn O. Colinayo Fernando A. Santos
January 25, 2024	<ul style="list-style-type: none"> <li>• AMS</li> <li>• Records Unit</li> <li>• GSU</li> </ul>	
January 24, 2024	<ul style="list-style-type: none"> <li>• QAD</li> <li>• Procurement Unit</li> </ul>	<b>Team 6</b> Leader: Eden A. Dadap Members: Iris N. Cordeta Wedlyn P. Abalorio Anna Lyn B. Lim Evangeline N. Selloga
January 25, 2024	<ul style="list-style-type: none"> <li>• LRMS</li> <li>• Cash Section</li> </ul>	

3. Each office shall be assessed and evaluated using the attached QW Assessment Tool. Employees who are on travel or leave shall have their table drawers opened and accessible for inspection.
4. The Pre- and Post-Assessment meetings shall be conducted on January 23, 2024 and February 1, 2024 respectively at the Convergence Zone at 3:00-5:00 p.m.
5. All the Sub-Team leaders shall bring the consolidated assessment and evaluation reports to the meeting.
6. For information and guidance.

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



AD-RMG