



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

July 8, 2024

**OFFICE MEMORANDUM**  
HRDD-2024- **352**

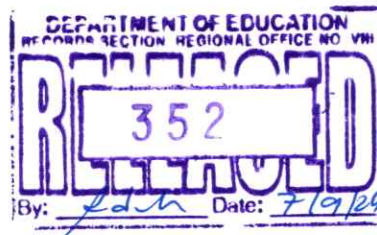
**UPDATES ON THE WORKSHOP FOR THE REVISION OF OPERATIONS  
MANUALS AND ENHANCEMENT OF PLANNING DOCUMENTS  
FOR THE REGIONAL OFFICE'S DIVISIONS,  
UNITS, AND SECTIONS**

To: Director III  
Regional Office Division Chiefs  
Unit and Section Heads  
All Others Concerned

1. Concerning Office Memorandum No. 150, s. 2024, this Office, through the Human Resource Development Division (HRDD), announces that the **Workshop on the Revision of Operations Manuals and Enhancement of Planning Documents for the Regional Office's Divisions, Units, and Sections** is rescheduled from July 9 – 10, 2024 to August 1 – 2, 2024 at the RELC-NEAP, Training Hall 2.
2. All other provisions in the abovementioned Memorandum remain in effect.
3. Attached is the updated Activity Matrix for reference.
4. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph).
5. Immediate dissemination of and compliance with this Memorandum are desired.

for: *Ammy*  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *EF*

HRDD-DSS





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

Enclosure to Office Memorandum HRDD-2024-

**Workshop on the Revision of Operations Manuals and Enhancement of Planning Documents for the  
Regional Office's Divisions, Units, and Sections**  
August 1 - 2, 2024 | RELC - NEAP, Training Hall 2

Time/Day	Day 1	Day 2
8:30 a.m. - 9:00 a.m.	Opening Program	Preliminaries
9:00 a.m. - 9:45 a.m.	Presentation of the Stage 2 Audit Results  <b>Dr. Rita R. Dimakiling</b> Quality Management Representative	Workshop: OM Revision and Enhancement of Planning Documents
9:45 a.m. - 10:00 a.m.		Health Break
10:00 a.m. - 11:00 a.m.	Inputs on OM Revision and Enhancement of Planning Documents  <b>Ms. Alma E. Suyom</b> RMT Chairperson	Workshop: OM Revision and Enhancement of Planning Documents
11:00 a.m. - 12:00 p.m.	Review of the ISO 9001:2015 Standards  <b>Mr. Cesar P. Verunque</b> IQAT Chairperson	Presentation and Critiquing of Outputs
12:00 p.m. - 1:00 p.m.		Lunch

Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph



1:00 p.m. – 2:30 p.m.	Updates from QMS Teams <b>All QMS Team Chairpersons</b>	Presentation and Critiquing of Outputs
2:30 p.m. – 2:45 p.m.	Health Break	
2:45 p.m. – 4:30 p.m.	Workshop: OM Revision and Enhancement of Planning Documents	Closing Program
4:30 p.m. – 5:00 p.m.	End-of-Program Evaluation <b>Mr. Pee Jay P. Amadore</b>	End-of-Program Evaluation <b>Mr. Rix C. Grama</b>
Officer of the Day		

Prepared by:

  
**DINA S. SUPERABLE**  
EPS, HRDD

Noted by:

  
**HARVIE D. VILLAMOR Edd**  
Chief, HRDD

