



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

July 18, 2024

OFFICE MEMORANDUM
HRDD-2024- **371**

SCHEDULES OF THE QUARTERLY MANAGEMENT REVIEWS

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

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 **Quarterly Management Reviews (MRs)** on the following schedules: August 27, 2024 (2nd Quarter MR), September 3, 2024 (3rd Quarter MR), and December 3, 2024 (4th Quarter MR).
2. The following management review agenda will be discussed:

Particulars	Person or Office Responsible	Quarter
1. Status of actions from the previous management reviews	ARD/QMR	Q2 - Q4
2. Status of Planning Documents (SWOT, Risk Registry, Opportunity Registry)	QMR, RMT, and FD Chiefs	Q2 - Q4
3. Customer satisfaction and feedback	PAU	Q2 - Q4
4. Status of OPCR	All RDF Chiefs	Q2 & Q4
5. Status of Programs, Activities, and Projects	RD/ARD, FD Chiefs	Q2 - Q4
6. Status of nonconformities and Requests for actions	QMR, Lead IQA	Q2 - Q4
7. Monitoring and measurement results (Updates on the improvement of Operations Manual and MEA-PIR)	FD Chiefs and Unit/Section Heads	Q2 - Q4
8. Internal Quality Audit results and COA Findings	Lead IQA Finance/Asset Mgmt.	Q2 - Q4

9. Performance of external providers	Asset Management	Q2 - Q4
10. Adequacy of resources	Lead QWT, FD Chiefs, and Unit/Section Heads	Q2 - Q4
11. Risk Monitoring and Review results	Lead RMT	Q2 - Q4
12. Opportunities for improvement	QMR, FD Chiefs, and Unit/Section Heads	Q2 - Q4
13. Accomplishments of QMS teams and other matters	Leads of QMS Teams	Q2 - Q4

3. The participants in 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
Supervising Administrative Officers (Admin & Finance Divisions)	2
Total	37

4. All QMS team leaders, RFD Chiefs, and Unit/Section Heads shall prepare their respective slide deck presentations based on the agenda items. Likewise, all RFD Chiefs are required to coordinate with Mr. Cesar P. Verunque, Chief of the Quality Assurance Division and IQAT Chairperson, on the preparation or finalization of the list of issues and concerns requiring top management decisions. The presentation template may be downloaded from

<https://bit.ly/2024-Mgt-Reviews>. All presentations for the Second Quarter MR shall be uploaded to the same link on or before **August 23, 2024**.

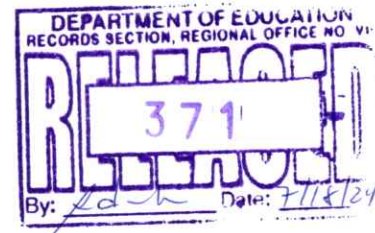
5. Attached are the Activity Matrix and Presentation/Report Template, for reference.
6. To facilitate the smooth conduct of the MR, the following are the undertakings that shall be performed by the QMS Secretariat core members:

QMS Secretariat Members	Taskings
Dina S. Superable, Rex C. Briones, or any available regular member of the Secretariat	Facilitate the MR and prepare the slide deck presentation during the MR proceedings Read the minutes of the 4 th Quarter MR
Rachel R. Cuevas	Write the minutes of the 2 nd Quarter MR
Rex C. Briones	Write the minutes of the 3 rd Quarter MR
Dina S. Superable	Write the minutes of the 4 th Quarter MR
Melvin Chito M. Solis	Prepare the floor plan in coordination with the catering service provider and table name cards of the attendees
Rachel R. Cuevas Jimmy G. Gula Marlou D. Camposano	Prepare and distribute the MR folder with the minutes of the meeting, activity matrix or program, and other relevant attachments

7. Expenses incurred relative to the conduct of the activity such as one lunch and two snacks, venue rental, and other incidental expenses shall be charged against ORD Local Funds, subject to the existing accounting and auditing rules and regulations.
8. For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, or Dr. Harvie D. Villamor, Chairperson of the Training and Advocacy Team, through pprd.region8@deped.gov.ph and hrdd.region8@deped.gov.ph, respectively.
9. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

HRDD-DSS



Enclosure 1 to Office Memorandum HRDD-2024-_____

MANAGEMENT REVIEW ACTIVITY MATRIX

Time	Activity/Agenda/Inputs/ Discussions	In-charge
09:00-09:15	Opening Preliminaries National Anthem, Prayer, and Quality Policy Welcome Remarks	Secretariat Dr. Ronelo Al K. Firmo <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 <i>Regional Director</i>
	Presentation of the Provisional Agenda	Atty. Eleanor C. Calumpiano or Dr. Harvie D. Villamor <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
10:00-12:00	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 (Q2 & Q4 only)	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 2 to Office Memorandum HRDD-2024- 371

PRESENTATION/REPORT TEMPLATES

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

Quarter/Date	Activities	Reference Documented Information/MoVs

RFD Chief: _____ **Division:** _____

Issues and Concerns	Recommendations/Plan of Actions