



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

September 10, 2024

OFFICE MEMORANDUM

HRDD-2024- 461

**CAPACITY-BUILDING FOR MEMBERS OF THE QUALITY
MANAGEMENT SYSTEM (QMS) TEAMS**

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

- Concerning the results of the Learning and Development Needs Assessment administered by the Training and Advocacy Team (TAT) and other emerging needs, this Office shall conduct a Capacity-building for Members of the Quality Management System (QMS) Teams on October 22 - 23, 2024 at the RELC-NEAP, Training Hall 2.
- The activity aims to (a) enhance written and oral organizational communication skills, (b) prepare standard-based slide decks or presentations, and (c) create advocacy materials such as tarpaulins, posters, media posts, and more using free-to-use online graphic design tool/s.
- The participants in this activity are listed below.

Office/Participants	No. of Participants
Administrative Division	12
Curriculum and Learning Management Division	7
Education Support Services Division	6
Field Technical Assistance Division	3
Finance Division	6
Human Resource Development Division	4
Office of the Regional Director	2
Office of the Assistant Regional Director	2
Policy, Planning, and Research Division	4
Quality Assurance Division	4
Resource Persons	3
Total	53

- The Functional Division Chiefs are advised to prioritize the selection of personnel who are untrained in the various sessions outlined in this capacity-building program. Attached is the Program of Activities for reference.

5. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
6. Expenses for the meals of the participants, such as lunches and snacks, shall be charged against HRDD Local Funds, subject to the existing accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

HRDD-DSS





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CAPACITY-BUILDING FOR MEMBERS OF THE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS

October 22 – 23, 2024
 RELC-NEAP, Training Hall 2

Time/Day	October 22, 2024	October 23, 2024
8:00 a.m. – 8:30 a.m.	Registration of Participants	Preliminaries
8:30 a.m. – 9:00 a.m.	Opening Program	Oral Organizational Communication Skills Ariem V. Cinco
9:00 a.m. – 10:30 a.m.	Creating Advocacy Materials Using Free-to-Use Online Graphic Design Tool/s Ted Juan C. Peleño	
10:30 a.m. 10:45 a.m.	Health Break	
10:45 a.m. – 12:00 p.m.	Workshop and Presentation of Outputs	Workshop and Presentation of Outputs
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 2:30 p.m.	Written Organizational Communication Skills Ariem V. Cinco	Preparing Standard-based Slide Decks/Presentations Dina S. Superable



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2:30 pm. – 2:45 p.m.	Health Break	
2:45 p.m. – 3:45 p.m.	Workshop and Presentation of Outputs	Workshop and Presentation of Outputs
3:45 p.m. – 4:30 p.m.	Ariem V. Cinco	Dina S. Superable
4:30 p.m. – 5:00 p.m.	End-of-day Evaluation	Closing Activities

Prepared by:

DINA S. SUPERABLE
EPS, HRDD

Noted by:



HARVIE D. VILLAMOR EDD
Chief of