



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

February 28, 2025

OFFICE MEMORANDUM

PPRD-2025- **118**

QUARTERLY INTERNAL PROGRAM IMPLEMENTATION REVIEW-CUM-REVISIT OF OPERATIONS MANUAL FOR POLICY, PLANNING, AND RESEARCH DIVISION

To: Director III
 Functional Division Chiefs
 All Others Concerned

1. The Policy, Planning and Research Division shall conduct the Quarterly Internal Program Implementation Review and Revisit of Operations Manual on the following schedules:

Quarter 1	Quarter 2	Quarter 3	Quarter 4
March 21, 2025	May 30, 2025	September 12, 2025	December 18, 2025

2. The objectives of this activity include the following:
- Review the PPRD Operations Manual;
 - Review the Quality Management System for each quarter to ensure adequacy, effectiveness, and sustainability with its objectives, quality, policy, and strategic directions of each project;
 - Monitor, review and evaluate the progress and performance of the Division in terms of accomplishments of targets and issues encountered per Key Result Area;
 - Gather objective information that can inform decision-making for the continuous improvement of the Division's mandate; and
 - Make necessary adjustments to plans and budgets as needed.

3. Participants to this activity are listed below.

PPRD Personnel	Number
Chief Education Supervisor	1
Education Program Supervisor-Designate	1
Planning Officer III	1
Senior Education Program Specialist	1
Education Program Specialist II	1
Statistician	1
Staff	2
TOTAL	8



4. All expenses incurred relative to the region's participation in this activity shall be charged against the local fund, subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

PPRD-RCB

