



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

April 24, 2025

OFFICE MEMORANDUM

QAD-2025- **212**

**TASK MONITORING GUIDE AND CONTROLS AT THE OFFICE
OF THE QUALITY ASSURANCE DIVISION (QAD)**

To: Education Program Supervisors at QAD
All Others Concerned

1. In line with the improvement of the processes and systems of office operations at the Quality Assurance Division (QAD), all concerned personnel are advised of their respective assignments reflected at the attachment of this memorandum – *Task Monitoring Guide and Controls at the Office of the Quality Assurance Division (QAD)*.
2. The utmost cooperation of all the Education Program Supervisors and other concerned personnel are highly enjoined.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

QAD-CPV





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

Quality Assurance Division

TASK MONITORING GUIDE and CONTROLS

Effective CY 2025

OUTPUT	SONNY TAYUM	RACHEL CUEVAS	JIMMY GULA	MARLOU CAMPOSANO	GERARDO ADTOON	MELVIN CHITO SOLIS
<ul style="list-style-type: none"> Regulatory (Public/Private) 	Northern Samar 1 (Allen, Biri, Bobon, Capul, Catarman I-IV, Lavezares I-II, Lope de Vega, Mondragon I-II, Rosario, San Antonio, San Jose, San Vicente, Victoria)	Leyte – Area 5 (Abyug, Bato, Hilongos, Hndang, Inopacan, Javier, Mahaplag, Matalom)	Leyte – Area 1 (Alang-alang, Babatngon, Palo, San Miguel, Sta. Fe, Tanauan, Tolosa)	Leyte – Area 3 (Calubian, Leyte, San Isidro, Tabango, Villaba)	Leyte – Area 2 (Barugo, Burauen, Capococan, Carigara, Dagami, Dulag, Jaro, Julita, La Paz, MacArthur, Pastrana, Tunga, Tabontabon)	Maasin City
	Tacloban	Borongan	Leyte – Area 4 (Albuera, Isabel, Kananga, Matag-ob, Merida, Palompon)	Eastern Samar	Northern Samar 2 (Catubig I-II, Gamay I-II, Laoang I-II, Lapinig, Las Navas I-II, Mapanas, Palapag I-II, Pambujan I-II, San Roque, Silvino Lobos)	Samar
<ul style="list-style-type: none"> GASTPE & Private Schools 	Calbayog	Ormoc Focal Person	Southern Leyte	Baybay	Catbalogan	Biliran
<ul style="list-style-type: none"> Special Orders (Private) 	Validator	Validator	Validator	Validator	Focal Person	Validator
<ul style="list-style-type: none"> ISO Related (QMS Teams) 	Co-Chair, IQAT QMS Office Focal Person	Member, IQAT KMT, Member	Member, IQAT KMT, Member	Member, IQAT KMT (Office Lead)	Member, IQAT KMT, Member	Member, IQAT
<ul style="list-style-type: none"> ISO Related (QAD Outputs) 	Lead Person (IQA Documentation)	Lead Person (OPCR/IPCR)	Lead Person (Risk Management)	Lead Person (QCP-Quality Control Plan)	Lead Person (Planning Docs)	



OUTPUT	SONNY TAYUM	RACHEL CUEVAS	JIMMY GULA	MARLOU CAMPOSANO	GERARDO ADTOON	MELVIN CHITO SOLIS
• OPCR MOVs	KRA 1 -Lead	KRA 2 - Lead	KRA 3 - Lead	KRA 4- Lead	OPCR Review- Lead	OPCR/IPCR Preparations - Lead
• RMEA (CSW, PIR – SDO/RO)	RMEA Focal Person				BAR Focal Person	
	Quarterly Lead – Tayum & Cuevas		Quarterly Lead – Gula & Camposano		Quarterly Lead – Adtoon & Solis	
• QAME & BEMEF	QAME Associate	QAME Associate	QAME Associate	Focal Person	QAME Associate	QAME Associate
• PMIS, WFP/ PPMIP	Contributor/Reviewer	Contributor/Reviewer	Focal Person	Contributor/Reviewer	Contributor/Reviewer	Contributor/Reviewer
• Other Concerns:						
- GAD			Focal Person			
- BAC	Head, Secretariat					
- Annual Accomplishment Report (Reg. 8)			Lead Person			
- Annual Accomplishment Report (Private)		Lead Person				
• Consolidation/ Document-Keeping Management (In-Charge)	Approved SHS (Public & Private)	School Fees	Establishment, Conversion, Merging	Special Orders	Naming, Renaming, & Closure	Government Permits & Recognition (GP/GR)
	<ul style="list-style-type: none"> Evaluation Sheet Ocular Inspection Report Schedules 	<ul style="list-style-type: none"> Evaluation Checklist 	<ul style="list-style-type: none"> Evaluation Sheet Ocular Inspection RM (List and Schedule of ocular inspection) 	<ul style="list-style-type: none"> Evaluation Checklist 	<ul style="list-style-type: none"> Evaluation Checklist 	<ul style="list-style-type: none"> Evaluation Checklist Ocular Inspection
• Document Filing, Tracking, Preparation & Printing	FERNANDO SANTOS • Government Permits & Recognition (GP/GR) • Approved SHS (Public & Private) • Special Orders - Other Office Documents, Forms, and Templates					

Prepared by:

CESAR P. VERUNQUE,
Chief, QAD

Noted:

EVELYN R. FETALVERO, CESO III
Regional Director