



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

July 18, 2025

OFFICE MEMORANDUM

HRDD-2025 - 346

UPDATES ON THE CONDUCT OF MANAGEMENT REVIEW

To: Director III
Regional Functional Division Chiefs
Quality Management Representatives
Chairperson and Cochairperson 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), the following changes in the conduct of the Management Review (MR) shall be implemented.

Activity/Agenda/ Inputs/Discussion	Person or Office Responsible
<i>Opening Preliminaries</i>	QMS Secretariat
<i>Meeting Proper</i>	
A. Roll Call	Quality Management Representative (QMR)
B. Call to Order	Top Management
C. Presentation of Provisional Agenda	Deputy QMR
1. Status of actions from the previous management reviews (9.3.2 a)	Top Management/QMR
2. Status of Planning Documents SWOT, Risk Registry, & Opportunity Registry (9.3.2 b)	QMR, RMT, & FD Chiefs
3. Customer satisfaction and feedback (9.3.2 c1)	PAU
4. Status of OPCR <i>quarters 2 & 4 only</i> (9.3.2. c2)	All FD Chiefs
5. Status of Programs, Activities, and Projects (9.3.2 c3)	Top Management/FD Chiefs
6. Status of nonconformities and Requests for Actions (9.3.2 c4)	QMR, IQAT Chairperson
7. Monitoring and measurement results- Updates on the improvement of Operations Manual & MEA-PIR (9.3.2. c5)	FD Chiefs & Unit/ Section Heads
8. Internal Quality Audit results and COA Findings, if applicable	IQAT Chairperson & Finance Division

(9.3.2 c6)	
9. Performance of external providers (9.3.2 c7)	Asset Management
10. Adequacy of resources (9.3.2. d)	QWT Chairperson, FD Chiefs, & Unit/Section Heads
11. Risk Monitoring & Review results (9.3.2 e)	RMT Chairperson
12. Opportunities for improvement/other matters (9.3.2 f)	QMR, FD Chiefs, & Unit/Section Heads
D. Synthesis	QMS Secretariat, Top Management, & All FD Chiefs
E. Adjournment	Top Management

2. For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through **pprd.region8@deped.gov.ph**.

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

HRDD-DSS




EVELYN R. FETALVERO, CESO III
 Regional Director