



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

July 1, 2025

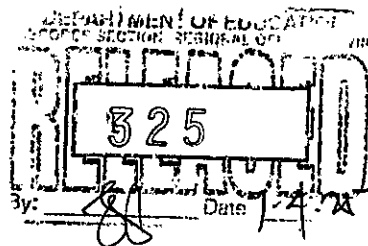
OFFICE MEMORANDUM
HRDD-2025- 325

**UPDATES ON THE WORKSHOP FOR THE REVISION OF OPERATIONS
MANUALS AND REVIEW OF PLANNING DOCUMENTS**

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

1. Concerning Office Memorandum HRDD-2025-254, this Office, through the Human Resource Development Division (HRDD), announces that the Workshop on the Revision of Operations Manuals (OMs) and Review of Planning Documents has been rescheduled from July 7-8, 2025 to July 8-9, 2025.
2. For reference, attached is the activity matrix.
3. For inquiries and other concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum are desired.

HRDD-DSS




EVELYN R. FETALVERO, CESO III
Regional Director

h. i.



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

**WORKSHOP ON THE REVISION OF OPERATIONS MANUALS AND REVIEW
OF PLANNING DOCUMENTS**


July 8-9, 2025 | RELC-NEAP, Training Hall IV

Date/Time	July 8, 2025	July 9, 2025
8:00 a.m. – 8:30 a.m.	Opening Program	Preliminaries
8:30 a.m. – 9:15 a.m.	Updates on ISO 9001:2015 Quality Management System Requirements and Documentation Dr. Rita R. Dimakiling Dr. Rosemarie M. Guino Dr. Gertrudes C. Mabutin	Presentation of Quality Control Plans (QCPs) by Functional Division
9:15 a.m. – 10:00 a.m.	Updates on the Guidelines for Auditing Management Systems Mr. Sonny S. Tayum	
10:00 a.m. – 12:00	Updates on Knowledge Management Ms. Mercedes D. Sarmiento	
12:00 – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:30 p.m.	Presentation of Quality Control Plans (QCPs) by Functional Division	Presentation of Quality Control Plans (QCPs) by Functional Division
4:30 p.m. – 5:00 p.m.	Reminders & End-of-Day Evaluation	End-of-Program Evaluation

Prepared by:

DINA/S. SUPERABLE
EPS, HRDD

Noted by:


HARVIE D. VILLAMOR Edd
Chief, HRDD



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph





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

May 26, 2025

OFFICE MEMORANDUM
HRDD-2025- **254**

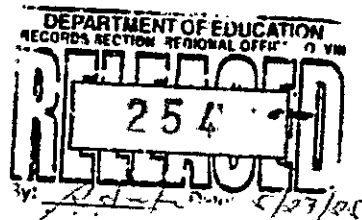
**RESETTING THE WORKSHOP ON THE REVISION OF OPERATIONS
MANUALS AND REVIEW OF PLANNING DOCUMENTS**

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

1. Concerning Office Memorandum HRDD-2025-058, this Office announces that the Workshop on the Revision of Operations Manuals and Review of Planning Documents has been rescheduled from June 5-6, 2025, to July 7-8, 2025.
2. All other provisions of the Memorandum mentioned above remain in force.
3. For inquiries and other concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

HRDD-DSS





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

January 30, 2025

OFFICE MEMORANDUM
HRDD-2025 - **058**

**WORKSHOP ON THE REVISION OF OPERATIONS MANUALS AND REVIEW
OF PLANNING DOCUMENTS**

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

1. This Office, through the Human Resource Development Division (HRDD), announces the conduct of the Workshop on the Revision of Operations Manuals (OMs) and Review of Planning Documents on June 5-6, 2025 at the Regional Educational Learning Center- National Educators Academy of the Philippines (REL-NEAP), DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The activity is designed to (a) incorporate the comments and suggestions provided in the latest audit and revise the OMs, if necessary, and (b) review the planning documents.
3. The participants in this activity are listed below.

Office/Participants	No. of Participants
Administrative Division	
Chief Education Supervisor	1
- Asset Management Section	2
- Cash Section	2
- Personnel Section	2
- Payroll Services	2
- Records Section	2
- General Services Unit	2
- Procurement	1
Curriculum & Learning Management Division	
OIC - Chief Education Supervisor	1
Education Program Supervisors	7
- Learning Resource Management Section	1
Education Support Services Division	
Chief Education Supervisor	1
- School Health Section	2
- Special Programs & Projects Section	2
- Physical Facilities Section	2
Finance Division	
Chief Administrative Officer	1



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@depd.gov.ph
Website: region8.depd.gov.ph

Page 1 of 2



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

- Accounting Section	3
- Budget Section	3
Field Technical Division	
Chief Administrative Officer	1
Education Program Supervisors	2
Human Resource Development Division	
Chief Education Supervisor	1
Education Program Supervisors, Specialists, and Other Personnel	7
Dormitory Manager	1
National Educators Academy of the Philippines in the Region (NEAP R)	
NEAP R Head	1
Education Program Specialists and Other Personnel	3
Office of the Assistant Regional Director	
Assistant Regional Director	1
OARD Personnel	1
Office of the Regional Director	
Regional Director	1
- Legal Unit	2
- ICT Unit	2
- Public Affairs Unit	2
- ORD Personnel	2
Policy, Planning & Research Division	
Chief Education Supervisor	1
Education Program Supervisor, Planning Officer, & Specialist	3
Quality Assurance Division	
Chief Education Supervisor	1
Education Program Supervisors	6
Total	75

4. The Activity Matrix shall be provided through a separate issuance.
5. Expenses incurred relative to the conduct of the activity, such as meals, venue rental, and other incidental expenses, shall be charged to Local Funds, subject to the existing accounting and auditing rules and regulations.
6. For inquiries and other concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.

HRDD-DSS



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

Page 2 of 2



~~Page~~
7042

2 4 1 4

24

5

4

8