



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

November 17, 2025

**OFFICE MEMORANDUM**  
**AD-2025-**

**562**

**CONDUCT OF WORKPLACE ASSESSMENT AND COMPOSITION OF SUB-TEAMS  
OF QUALITY WORKPLACE TEAM**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 068, s. 2025, titled "Addendum to the DepEd Quality Management System Manual and the Procedures and Work Instructions Manual (PAWIM)," and in line with the institutionalization of the Quality Workplace (QW) standards across all DepEd offices, this Office shall conduct the Regional Office Workplace Assessment on November 19-20, 2025.
2. The assessment aims to determine the extent of compliance with the Quality Workplace requirements prescribed and ensure alignment with the DepEd QMS, and identify opportunities for improvement in service delivery and office operations.
3. To facilitate the conduct of the activity, the following Secretariat, Education and Training, and Sub-Team Composition of the Regional Quality Workplace Team (QWT) is hereby issued:

| Team  | Office                                 |
|---|--|
| Team 1<br>Team Leader:<br>Rosemarie Guino<br><br>Members:<br>Marcelina Villamor<br>Dolores Cagara<br>Joselito Enriquez<br>Ryan Jay L. Bagon<br>Marcelito Aranas | ORD<br>ARD<br>Legal Unit<br>PAU<br>ICT |
| Team 2<br>Team Leader:<br>Alejandra Lagumbay<br><br>Members:  | CLMD<br>QAD<br>Grounds                 |

|  |   |
|--|---|
| <p>Erna Parina<br/>Iris Cordeta<br/>Franco Villamor<br/>Regin Virtudes<br/>Arvin Cerda</p>   |   |
| <p>Team 3<br/>Team Leader:<br/>Angelica C. Rodriguez</p> <p>Members:<br/>Epifania Melchor<br/>Andrey Gay Calipayan<br/>Josephine Tajarros<br/>Fernando Santos<br/>Lucia Aguila<br/>Amenia Aspa</p> | <p>HRDD<br/>Finance Division</p>  |
| <p>Team 4<br/>Team Leader:<br/>Brent Christian Andrada</p> <p>Members:<br/>Ma. Almera Perolino<br/>Aimie Camino<br/>Mary Beth Tolibas<br/>Juditha Antido<br/>Margie Balledo</p>                    | <p>Administrative Division<br/>Personnel Section<br/>Records Section<br/>Asset Management Section<br/>General Services Unit</p> |
| <p>Team 5<br/>Team Leader:<br/>Nova Jorge</p> <p>Members:<br/>Robert Ecot<br/>Jill Tormis<br/>Werlyn Colinayo<br/>Bernardita Docena<br/>Alfredo Cafe</p>   | <p>Cash Section<br/>LRMS<br/>RELC-NEAP</p>  |
| <p>Team 6<br/>Team Leader:<br/>Ma. Laura F. Paglinawan</p> <p>Members:<br/>Evangeline Selloga<br/>Linaflor Tajo<br/>Wedlyn Abalorio<br/>Jose Bustamante</p>  | <p>PPRD<br/>FTAD</p>  |

|                              |  |
|------------------------------|--|
| Rashiel Labita               |  |
| Secretariat Team:            |  |
| Apple T. Reyes               |  |
| Clark Dave Arante            |  |
| Hydelyn Cinco                |  |
| Christine Labante            |  |
| Education and Training Team: |  |
| Rosemarie M. Guino           |  |
| Alejandra Lagumbay           |  |
| Ryan Jay L. Bagon            |  |
| Brent Christian Andrada      |  |
| Clark Dave Arante            |  |
| Hydelyn Cinco                |  |
| Apple Reyes                  |  |

4. All Sub-Teams are directed to conduct the workplace assessment in their assigned offices using the prescribed tools, indicators, and scoring system. Employees who are on travel or on leave shall have their table drawers opened and accessible for inspection.
5. In cases of non-compliance, the Request for Corrective Action (RCA) form shall be used, and the Sub-Teams shall monitor and ensure that the corrective actions submitted by the office concerned are properly implemented during subsequent inspections.
6. The accomplished inspection checklist shall be submitted to the Quality Workplace Secretariat within five (5) working days after the inspection, and the consolidated Inspection Report will be submitted to the QMR for approval.
7. For information and compliance.

for: *rhmm*  
**RONELO AL K. FIRMO CESO IV**  
 Assistant Regional Director  
 OIC-Office of the Regional Director *8*



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