



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

February 9, 2026

**OFFICE MEMORANDUM**  
 HRDD-2026 - **64**

**CONDUCT OF THE QUARTERLY MANAGEMENT REVIEWS**

To: 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 continued alignment with, and the ongoing suitability, adequacy, effectiveness, and sustainability of the Quality Management System (QMS) in relation to its objectives, quality policy, and strategic directions, this Office shall conduct **Quarterly Management Reviews (MRs)** on the following schedules: May 5, 2026 (First Quarter MR), July 31, 2026 (Second Quarter MR), October 29, 2026 (Third Quarter MR), and January 5, 2027 (Fourth Quarter MR), at the RELC-NEAP, Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The following management review agenda will be discussed:

Particulars	Person or Office Responsible	Quarter
1. Status of actions from the previous management reviews (9.3.2 a)	RD/QMR	Q1 - Q4
2. Status of Planning Documents, SWOT, Risk Registry, & Opportunity Registry (9.3.2 b)	QMR, RMT, & FD Chiefs	Q1 - Q4
3. Customer satisfaction and feedback (9.3.2 c1)	PAU	Q1 - Q4
4. Status of OPCR (9.3.2 c2)	QMR & FD Chiefs	Q2 & Q4
5. Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3)	RD/FD Chiefs & QAD	Q1 - Q4
6. Status of nonconformities and Requests for actions (9.3.2 c4)	QMR & IQAT Chairperson	Q1 - Q4
7. Monitoring and measurement results (Updates on the improvement of Operations Manual & MEA-PIR) (9.3.2 c5)	FD Chiefs, Unit/Section Heads, & QAD	Q1 - Q4
8. Internal Quality Audit results and COA Findings, if applicable (9.3.2 c6)	IQAT Chairperson & Finance Division	Q1 - Q4

9. Performance of external providers (9.3.2 c7)	AMS	Q1 - Q4
10. Adequacy of resources (9.3.2 d)	QWT Chairperson, FD Chiefs, & Unit/Section Heads	Q1 - Q4
11. Risk Monitoring and Review results (9.3.2 e)	RMT Chairperson	Q1 - Q4
12. Opportunities for improvement/other matters (9.3.2 f)	QMR, FD Chiefs, & Unit/Section Heads	Q1 - Q4

3. The participants in this activity are listed below.

Office/Participants	No. of Participant
Office of the Regional Director	2
Quality Management Representative	1
Chairpersons and Cochairpersons of the QMS Teams and Functional Division Chiefs	9
QMS Secretariat	6
Supervising Administrative Officers (Administrative & Finance Divisions)	2
Unit and Section Heads	
- ICT Unit	1
- Legal Unit	1
- Public Affairs Unit	1
- Asset Management Section	1
- Cash Section	1
- General Services Unit	1
- Payroll Services Unit	1
- Personnel Section	1
- Procurement	1
- Records Section	1
- Budget Section	1
- Accounting Section	1
- Learning Resource Management Section	1
- Special Programs and Projects Section	1
- Health and Nutrition Section	1
- Physical Facilities Section	1
HRDD Staff	1
<b>Total</b>	<b>37</b>

4. To ensure the orderly and efficient presentation of reports during the MR, all concerned offices and process owners shall upload their respective slide decks/presentations through the link <https://bit.ly/2026-MRs>, using the template available at the same link.

5. Attached are the Activity Matrix and Presentation/Report Template, for reference.

6. In preparation for and in support of the effective implementation of the MR, the QMS Secretariat shall perform the following undertakings:

No.	Key Activities		Responsible
1	Plan for the MR	<ul style="list-style-type: none"> <li>- Prepare the presentation/report template/s and Office Memorandum</li> <li>- Distribute the meeting invitations, agenda, and template/s (<i>also available for downloading in the 2026 Management Reviews shared drive</i>)</li> </ul>	QMS Secretariat  Ms. Ed Kathelen G. Superales
2	Conduct the MR (MR Proper)	<ul style="list-style-type: none"> <li>- Conduct opening preliminaries</li> <li>- Facilitate the MR</li> <li>- Summarize the meeting proceedings</li> <li>- Record the minutes of meeting</li> </ul>	QMS Secretariat
3	Post MR	<ul style="list-style-type: none"> <li>- Prepare the draft minutes of the meeting for review and distribution to all attendees via email</li> <li>- Distribute copies of the approved minutes of meeting to all attendees via email</li> <li>- Compile all relevant records from the MR which include the Attendance Sheet, Minutes, and reports/presentations</li> </ul>	QMS Secretariat  Ms. Ed Kathelen G. Superales

7. Expenses incurred relative to the conduct of the activity, such as one lunch and two snacks, venue rental, and other incidental expenses, shall be charged to Local Funds, subject to the existing accounting and auditing rules and regulations.

8. For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph).

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

**RONEL AL K. FIRMO CESO IV**  
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 Officer-in-Charge  
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HRDD-DSS



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**MANAGEMENT REVIEW ACTIVITY MATRIX**

<b>Time</b>	<b>Activity/Agenda/ Inputs/Discussion</b>	<b>Person or Office Responsible</b>
09:00 – 09:15 A.M.	<i>Opening Preliminaries</i>	QMS Secretariat
09:15 – 10:00 A.M.	<i>Meeting Proper</i>	
	A. Roll Call	QMR
	B. Call to Order	Top Management
	C. Presentation and Approval of Provisional Agenda	Deputy QMR
	1. Status of actions from the previous management reviews (9.3.2 a)	RD/QMR
10:00 A.M. – 12:00	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 &amp; 4 only</i> (9.3.2. c2)	QMR & FD Chiefs
	5. Status of Programs, Activities, and Projects (9.3.2 c3)	FD Chiefs & QAD
	6. Status of nonconformities and Requests for Actions (9.3.2 c4)	QMR & IQAT Chairperson
12:00 – 01:00 P.M.	Lunch	
01:00 – 04:00 P.M.	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 (9.3.2 c6)	IQAT Chairperson & Finance Division
	9. Performance of external providers (9.3.2 c7)	AMS
	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
04:00 – 04:45 P.M.	D. Synthesis	
	Presentation of problems/issues requiring	QMR, IQAT, & FD Chiefs

	correction for the issuance of Requests for Action (RFA), if applicable	
04:45 – 5:00 P.M.	E. Adjournment	Top Management

**PRESENTATION/REPORT TEMPLATE**

**QMS Team:** \_\_\_\_\_ **Team Chairperson:** \_\_\_\_\_

Quarter/Date	Activities	Reference Documented Information/MoV