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

June 15, 2026

OFFICE MEMORANDUM
AD-2026- 288

SCHEDULE OF ACTIVITIES FOR THE IMPLEMENTATION OF THE QUALITY WORKPLACE PROGRAM PURSUANT TO DEPED MEMORANDUM NO. 068, S. 2025 (PAWIM FOR QUALITY WORKPLACE)

To: Director III
Functional Division Chiefs
All Others Concerned

1. Pursuant to DepEd Memorandum No. 068, s. 2025 (Addendum to DM No. 014, s. 2022 - PAWIM for Quality Workplace), this Office, through the Quality Workplace Team (QWT), sets the following schedule of activities for the implementation of the Quality Workplace Program:

Activity	Date
Office Pintakasi	July 20, 2026 | December 7, 2026
Pre-Inspection Meeting	July 21, 2026 | December 9, 2026
Workplace Inspection	July 22, 2026 | December 14, 2026
Post-Inspection Meeting	July 27, 2026 | December 21, 2026

2. Below is the sub-team composition and their assigned offices:

Office	Sub - Team	Members
Office of the RD Office of the ARD Cash Section	Team A	Rosemarie M. Guino Brent Christian S. Andrada Marcelina Villamor Ryan Jay L. Bagon
PPRD FTAD QAD Procurement Unit	Team B	Alejandra B. Lagumbay Franco A. Villamor Arvin B. Cerda Jill M. Tormis
ICT Unit Finance Division HRDD	Team C	Dr. Angelica C. Rodriguez Iris N. Cordeta Fernando A. Santos Peter Kim D. Ti-in
Legal Unit ESSD ESSD-SHS	Team D	Almera M. Perolino Josephine L. Tajarros Mary Beth D. Tolibas Queennielyn C. Yu
PAU CLMD	Team E	Linaflor I. Tajo Aimie A. Camino

LRMS		Wedlyn P. Abalorio Rashiel L. Noveda
Records Section Administrative Division Personnel Section	Team F	Ma. Laura F. Paglinawan Robert B. Ecot Erna B. Pariña Queenielyn C. Yu
GSU AMS SPPS	Team G	Clark Dave P. Arante Annamarie C. Tolibas Penelope A. Solis

3. After the conduct of inspection, the following are expected to take place, and the audited office is expected to fulfill the corresponding responsibilities:

a. The QW Inspectorate Team shall conduct a debriefing immediately after the inspection to review and discuss the findings, and shall prepare and submit the Inspection Report, together with any recommended corrective actions, to the Head of Office within seven (7) working days;

b. Once the Inspection Report is disseminated, the audited office shall review the findings and recommendations indicated therein and take note of any items marked as "Non-Compliant";

c. For any "Non-Compliance" findings, the audited office is responsible for accomplishing and submitting the Request for Corrective Action Form (RCAF) to the QW Secretariat, indicating the corrective action(s) to be undertaken, the timeline, and the responsible person(s);

d. The audited office shall implement the corrective actions within the agreed timeline and ensure that the identified issues are addressed and resolved prior to the next scheduled inspection; and

e. Compliance and completion of the corrective actions shall be verified by the QWT during the next inspection, which shall be conducted at least twice a year.

4. Moreover, it is requested that the QWT members in each Functional Division shall lead in the proper implementation of the 5S Principles in Good Housekeeping and provide technical assistance in their respective offices.

5. For information, guidance, and strict compliance.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

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