



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

July 20, 2026

REGIONAL MEMORANDUM

No. **917** s. 2026

**WORKSHOP ON THE REVIEW AND ENHANCEMENT OF PLANNING
DOCUMENTS AND OPERATIONS MANUALS FOR
SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In reference to DepEd Order No. 009, s. 2021, "Institutionalization of a Quality Management System (QMS) in the Department of Education," and in support of the continuous improvement of organizational processes and the effective implementation of the QMS, this Office, through the Human Resource Development Division (HRDD), shall conduct the **Workshop on the Review and Enhancement of Planning Documents and Operations Manuals for Schools Division Offices** on **September 23-25, 2026**, at a venue to be announced through a separate issuance.
2. The activity aims to:
 - a) review the Office's internal and external environment through the updating of the SWOT Matrix, Opportunity Registry, and List of Interested Parties;
 - b) assess organizational risks and enhance the Risk Registry by reviewing risk ratings, existing controls, and appropriate mitigation measures;
 - c) review operational processes and documentation requirements consistent with the requirements of the Quality Management System; and
 - d) update and enhance the Operations Manuals to reflect current processes, roles and responsibilities, and quality procedures.
3. The following are the participants in this activity.
 - a) Nine (9) participants, each from the 13 Schools Division Offices, shall comprise 1 Quality Management Representative (QMR), 5 QMS Team Chairpersons, and 3 Operations Manual Focal Persons for the Office of the Schools Division Superintendent, Curriculum Implementation Division, and Schools Governance Operations Division.
 - b) The RO participants shall include the QMR, 5 QMS Team Chairpersons, and 3 members of the QMS Secretariat.
4. The SDO Human Resource Development (HRD) SEPS/EPS II is requested to confirm the attendance of the identified participants by accomplishing the online confirmation form on or before **August 7, 2026**, through the following link:
<https://bit.ly/sdo-confirmation-of-paxs>.

5. Participants are expected to bring their laptops and extension cords for use during the workshop.
6. Attached is the Activity Matrix for reference.
7. Expenses for the venue lease, including participants' meals and accommodations, shall be charged to the HRDD Local Fund. In contrast, transportation and other expenses for SDO participants shall be charged to their respective SDO Local Funds, subject to existing accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: As stated
Reference: As stated



To be indicated in the Perpetual Index under the following subjects:

OPERATIONS MANUALS

PLANNING DOCUMENTS

QMS

HRDD-DSS



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

Enclosure to Regional Memorandum No.

s., 2026

**WORKSHOP ON THE REVIEW AND ENHANCEMENT OF PLANNING DOCUMENTS AND
OPERATIONS MANUALS FOR SCHOOLS DIVISION OFFICES**

September 23-25, 2026

TIME/DATE	September 23, 2026	Expected Output	September 24, 2026	Expected Output	September 25, 2026	Expected Output
08:00–08:30 a.m.	Travel to the Training Venue		Preliminaries	Preliminaries	Preliminaries	Presented the updated and enhanced Operations Manuals
08:30–09:00 a.m.			Risk Identification and Assessment		Presentation of Group Outputs and Panel Feedback	
09:00–09:30 a.m.			Workshop 2: Risk Management Workshop	Updated Risk Registry, risk ratings, existing controls, and proposed mitigation measures		
09:30–10:00 a.m.						
10:00–10:15 a.m.			HEALTH BREAK			Oriented on the roles and responsibilities of the QMS Teams
10:15–10:30 a.m.			Continuation: Workshop 2: Risk Management Workshop	Updated Risk Registry, risk ratings, existing controls, and proposed mitigation measures	Updates and Key Inputs on the Internal Quality Audit	
10:30–11:00 a.m.				Processing and Synthesis	Updates and Key Inputs on Knowledge Management	
11:00–11:30 a.m.	Arrival and Registration of Participants					
11:30 a.m.–12:00						

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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

12:00-01:00 p.m.							
01:00-01:30 p.m.	Opening Program						
01:30-02:00 p.m.	Overview of the Quality Management System (QMS) • RO ISO Journey • SDOs ISO Journey			Review of Operational Processes and Documentation Requirements		Updates and Key Inputs on Quality Workplace	Revisited the composition of the SDO QMS Teams Enhanced understanding of the roles and responsibilities of the QMS Teams
02:00-02:30 p.m.	Environmental Scanning and Review of Organizational Performance	Shared understanding of organizational performance, accomplishments, challenges, and emerging priorities		Workshop 3: Operations Manuals Enhancement	Updated Operations Manuals incorporating revised processes, roles, responsibilities, and quality procedures	Updates and Key Inputs on Risk Management	
02:30-03:00 p.m.	Workshop 1: Review and Updating of the SWOT Analysis	Updated SWOT Matrix, Opportunity Registry, and List of Interested Parties reflecting current internal and external environment				Updates and Key Inputs on Training and Advocacy	
03:00-03:15 p.m.							

HEALTH BREAK

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03:15-03:30 p.m.	Continuation: Workshop 1: Review and Updating of the SWOT Analysis	Updated SWOT Matrix, Opportunity Registry, and List of Interested Parties reflecting current internal and external environment	Continuation of Workshop 3: Operations Manuals Enhancement End-of-Day Evaluation	Updated Operations Manuals incorporating revised processes, roles, responsibilities, and quality procedures	Ways Forward
03:30-04:00 p.m.					Closing Program End-of-Program Evaluation
04:00-04:30 p.m.	Presentation of Group Outputs and Panel Feedback	Presented the Updated SWOT Matrix, Opportunity Registry, and List of Interested Parties		Accomplished End- of-Day Evaluation	Departure and Travel Time
04:30-05:00 p.m.	End-of-Day Evaluation	Accomplished End-of-Day Evaluation			

Prepared by:


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Noted by:


HARVIE D. VILLAMOR EDD
Chief, HRDD/TAT Chairperson