



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

September 16, 2026

REGIONAL MEMORANDUM

No. **1215** s. 2026

**FOLLOW-THROUGH WORKSHOP ON THE REFINEMENT AND FINALIZATION
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 Regional Memorandum No. 917, s. 2026, this Office, through the Human Resource Development Division (HRDD), shall conduct the **Follow-Through Workshop on the Refinement and Finalization of Planning Documents and Operations Manuals for Schools Division Offices** on **November 18-20, 2026**, at a venue to be announced through a separate issuance.
2. The activity aims to enable the Schools Division Offices (SDOs) to refine and finalize their planning documents and operations manuals to ensure alignment and readiness for implementation.
3. The participants in this activity shall be the same participants who will attend the first workshop in October. Specifically, the participants shall be as follows:
 - a) Nine (9) participants, each from the 13 SDOs, 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. Participants are expected to bring their laptops and extension cords for use during the workshop.
5. 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.

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


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

Enclosure: None
Reference: As stated



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

OPERATIONS MANUALS

PLANNING DOCUMENTS

QMS

HRDD-DSS