



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

September 16, 2026

REGIONAL MEMORANDUM

No. **1221**, s. 2026

**UPDATES ON THE WORKSHOP ON 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 Regional Memorandum No. 917, s. 2026, this Office, through the Human Resource Development Division (HRDD), announces that the Workshop on Review and Enhancement of Planning Documents and Operations Manuals for Schools Division Offices is rescheduled from September 23–25, 2026, to **October 21–23, 2026**, and will be held at the Madison Park Hotel, Tacloban City.
2. The workshop shall commence at 1:00 p.m. on October 21, 2026 (Day 1). Check-in shall be at 11:00 a.m., and checkout shall be at 12:00 on October 23, 2026 (Day 3). The first meal shall be lunch on Day 1, and the last meal shall be P.M. snacks on Day 3.
3. Attached are the List of Resource Persons, including the members of the Program Management Team (PMT), the List of Participants, and the updated Activity Matrix for reference.
4. This Memorandum shall serve as the Travel Authority for the Resource Persons, PMT members, and participants.
5. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD/TAT Chairperson, through **hrdd.region8@deped.gov.ph**.
6. Immediate dissemination of and compliance with this Memorandum are desired.


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

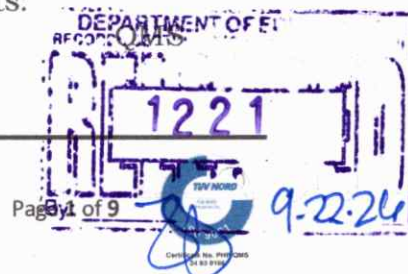
Reference: As stated
Enclosures: As stated

To be indicated in the Perpetual Index under the following subjects:
OPERATIONS MANUALS PLANNING DOCUMENTS

HRDD-DSS



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Enclosure No. 1 to Regional Memorandum **1221**,s. 2026

**LIST OF RESOURCE PERSONS AND MEMBERS OF THE
PROGRAM MANAGEMENT TEAM (PMT)**

Name	Division/Office	QMS/PMT Role
RESOURCE PERSONS		
Rita R. Dimakiling	PPRD	Quality Management Representative
Alejandra B. Lagumbay	QAD	IQAT Chairperson
Sonny S. Tayum	QAD	IQAT Cochairperson
Alma E. Suyom	FD	RMT Chairperson
Gertrudes C. Mabutin	CLMD	RMT Cochairperson
Mercedes D. Sarmiento	FTAD	KMT Chairperson
Harvie D. Villamor	HRDD	TAT Chairperson
Rosemarie M. Guino	AD	QWT Chairperson
Ryan R. Tiu	ESSD	QWT Cochairperson
PROGRAM MANAGEMENT TEAM		
Dina S. Superable	HRDD	QMS Secretariat Chairperson
Maryjean S. Menil	PPRD	QMS Secretariat Cochairperson
Val M. Ducducun	Samar Division	Class Manager

Enclosure No. 2 to Regional Memorandum No. 1221, s. 2026

LIST OF PARTICIPANTS

No.	Name	Sex (M/F)	Position	Office	QMS Role
Baybay City					
1	Josemilo P. Ruiz	M	ASDS	OSDS	Top Management
2	Ritchel Marie B. Villamor	F	Chief, CID	CID	QMR /CID OM Focal
3	Jo-Ann C. Rapada	F	Chief, SGOD	SGOD	QMR /SGOD OM Focal
4	Marck Anthony M. Suyom	M	EPS	CID	QMS Secretariat Head
5	Josephus Anthony T. Duenas	M	AO V	OSDS	QWT/OSDS OM Focal
6	Margilina C. Mendoza	F	EPS	CID	RMT Chairperson
7	Deowel F. Abapo	M	EPS	CID	KMT Chairperson
8	Ma. Liwayway N. Lumanta	F	EPS	SGOD	IQAT Chairperson
9	Jose Aldrin F. Avellana	M	EPS	CID	TAT Chairperson
Biliran					
10	Josephine M. Casas	F	Chief	SGOD	QMR
11	Amer L. Santolorin	F	EPS	CID	IQAT Chairperson
12	Aida C. Cabrera	F	EPS	CID	KMT Chairperson
13	Nanette G. Pla	F	AO V	OSDS	QWT Chairperson
14	Jose B. Mondido EdD	M	CID Chief	CID	RMT Chairperson
15	Jordan C. Jamoralin	M	SEPS (HRD)	SGOD	TAT Chairperson
16	Laarni Yasmin B. Ganancial	F	Legal Officer	OSDS	OSDS OM Focal
17	Henry T. Jarina	M	EPS	CID	CID OM Focal
18	Ryan G. Japay	M	SEPS (P&R)	SGOD	SGOD OM Focal
Borongan City					
19	Hazel B. Meneses	F	Chief, CID	CID	QMR
20	Jesus C. Tentativa	M	OIC-SGOD Chief	SGOD	SGOD OM Focal
21	Jose Elmer E. Lavado	M	SEPS (M&E)	SGOD	IQAT Chairperson
22	Lorrie Emmanuel B. Arago	M	EPS	CID	KMT Chair
23	Gilberto A. Gapud	M	AO V	OSDS	QWT Chairperson
24	Larry C. Alde	M	Planning Officer	SGOD	RMT Chairperson
25	Sonia L. Afable	F	SEPS (HRD)	SGOD	TAT Chairperson
26	Roderick C. Abellar	M	ITO	OSDS	OSDS OM Focal
27	Virginia Dulfo	F	EPS	CID	QMS Secretariat Chairperson & CID OM Focal
Calbayog City					
28	Renato S. Cagomoc	M	Chief	CID	CID- OM Focal
29	Avelina P. Tupa	F	OIC- Chief	SGOD	SGOD- OM Focal
30	Grace S. Pagunsan	F	AO V	OSDS	OSDS- OM Focal

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

31	Oscar D. Billate, Jr.	M	EPS	SGOD	QMR
32	Dr. Erwin L. Purcia	M	EPS	CID	IQAT Chairperson
33	Dr. Geraldine P. Sumbise	F	District-in-Charge	CID	KMT Chairperson
34	Engr. Jordan B. De Veyra	M	Engineer III	SGOD	QWT Chairperson
35	Joshua Sherwin T. Lim	M	EPS	CID	RMT Chairperson
36	Dr. Lourdes L. Matan	F	EPS	CID	TAT Chairperson
Catbalogan City					
37	Maribel Ruedas	F	Chief	SGOD	QMR
38	Ma. Luz Orbe	F	Chief	CID	QMR
39	Aida P. Teddiman	F	SEPS	SGOD	IAQT Chairperson
40	Cecilia Arga	F	EPS	CID	KMT Cochairperson
41	Albino Lucaban	M	EPS	CID	KMT Chairperson
42	Michael Cabañero	M	AO	OSDS	QWT Chairperson
43	Ma. Linda Legarse	F	EPS	SGOD	QMS Secretariat Chairperson
44	Atty. Darryl Tibre	M	SEPS	SGOD-P&R	RMT Chairperson
45	Michael Radomes	M	SEPS	SGOD-HRDS	TAT Chairperson
Eastern Samar					
46	Gorgonio G. Diaz, Jr.	M	SDS	OSDS	QMR
47	Raymund D. Capacite	M	OIC-ASDS	OSDS	QWT Chairperson
48	Nicolas G. Baylan	M	Chief	CID	KMT Chairperson
49	Marixel C. Evardone	F	Chief	SGOD	IQAT Chairperson
50	Rod Alfred Lito N. Valdez	M	PDO II/DRRM Focal	SGOD	RMT Chairperson
51	Venus Y. Cuesta	F	SEPS- HRD	SGOD	TAT Chairperson
52	Nerio Clenton R. Areglado	M	AO - IV (Records)	OSDS	OSDS OM Focal
53	Neil G. Alas	M	EPS	CID	CID OM Focal
54	Jonathan G. Merillo	M	EPS	SGOD	SGOD OM Focal
Leyte					
55	Raphi T. Añoover	M	EPS	SGOD	QMR
56	Fatima Christie V. Palaña	F	SEPS	SGOD-SMME	IQAT Chairperson
57	Gerry Ranes	M	EPS	CID	KMT Chairperson
58	Gil R. Esplanada Jr.	M	Chief	SGOD	QWT Chairperson
59	Grace Villanueva	F	Chief	CID	RMT Chairperson
60	Mauricio Catan	M	EPS	CID	TAT Chairperson
61	Rutchel Verzosa	F	Administrative Officer II	OSDS-PS	OSDS OM Focal
62	Rhea Ann A. Desor	F	EPS-ALS	CID	CID OM Focal
63	Ed Kathelen G. Superales	F	Administrative Officer II	SGOD	SGOD OM Focal

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Maasin City					
64	Freddie Timon	Male	EPS	SGOD	QMR
65	Jessica V. Tan	Female	Chief	CID	IQAT Chairperson
66	Edna Malasaga	F	EPS	CID	KMT Chairperson
67	Rofelyn B. Inutan	F	AO V	OSDS	QWT Chairperson
68	Fernando F. Salapi	M	SGOD Chief	SGOD	RMT Chairperson
69	Rizi Mae Codal	F	SEPS (HRD)	SGOD	TAT Chairperson
70	Atty. Aivan Calonia	M	Legal Officer	OSDS	OSDS OM Focal
71	Adelfa Tagra	F	EPS	CID	CID OM Focal
72	Jovie M. Caube	F	Planning Officer	SGOD	SGOD OM Focal
Northern Samar					
73	Noe Hermosilla	M	Chief	SGOD	QMR
74	Sylvia Villanueva	F	Chief	CID	
75	Risty Adarayan	M	Attorney III	OSDS	
76	Nelida Lobos	F	EPS	CID	
77	Roberto Orias	M	SEPS	SGOD	
78	Merlita Fajardo	F	EPS	CID	
79	Elna Enano	F	EPS	SGOD	
80	Alex Rejuso	M	EPS	CID	
81	Omar Ty	M	EPS	CID	
Ormoc City					
82	Lorelei A. Masias	F	ASDS	OSDS	Top Management
83	Karisma Ivey L. Agraviador	F	Attorney III	OSDS	QMR/OSDS OM Focal
84	Rosemarie B. Lequin	F	SEPS (SMMES)	SGOD	IQAT Chairperson
85	Maria Pia B. Chu	F	EPS (LRMS)	CID	KMT Cochairperson
86	Joshua T. Arradaza	M	AO IV (Property and Supply)	OSDS	QWT Chairperson
87	Ryan T. Espina	M	SEPS (Planning and Research)	SGOD	RMT Chairperson
88	Ritchel P. Capillanes	F	SEPS (HRDS)	SGOD	TAT Chairperson
89	Alejandro S. Almendras	M	CES	CID	CID OM Focal/Deputy QMR
90	Roberto T. Jardin	M	EPS	SGOD	SGOD OM Alternate Focal/QMS Secretariat Chairperson
Samar					
91	Francia A. Tan	F	SGOD Chief	SGOD	QMR
92	Glendo T. Carido	M	CID Chief	CID	IQAT Chairperson
93	Mercedita M. Abalos	F	AO-IV Records Officer	OSDS	KMT Chairperson
94	Rogie A. Pontejo	M	AO V	OSDS	QWT Chairperson
95	Julius A. Verzosa	M	SEPS-PRS	SGOD	RMT Chairperson
96	Marisol C. Margate	F	EPS-II, HRD	SGOD	TAT Chairperson

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

97	Atty. Livi N. Oraller	F	Legal Officer	OSDS	OSDS OM Focal
98	Zaldy A. Tabugoca	M	EPS	CID	CID OM Focal
99	Nazareno E. Ortillo	M	EPS-II, SMME	SGOD	SGOD OM Focal
Southern Leyte					
100	Isabelo D. Orais	M	Chief	SGOD	QMR
101	Ruth G. Poblete	F	EPS	CID	IQAT Chairperson
102	Eduardo M. Legantin	M	EPS	CID	KMT Chairperson
103	Lyna M. Gayas	F	AO V	OSDS	QWT Chairperson
104	Emmanuel Gerardo	M	EPS	CID	RMT Chairperson
105	Elsie Jane Mantilla	F	PSDS	CID	TAT Chairperson
106	Emmylou Arayan	F	AO IV	OSDS	OSDS OM Focal
107	Evangelina B. Laroa	F	EPS	CID	CID OM Focal
108	Zedrick Malbas	M	SEPS- M&E	SGOD	SGOD OM Focal
Tacloban City					
109	Melanie D. Escobarte	F	SGOD Chief	SGOD	QMR
110	Miguel V. Dumas	M	EPS	CID	IQAT Chairperson
111	Mark Chester Anthony G. Tamayo	M	CID Chief	CID	KMT Chairperson
112	Jessica M. Abril	F	EPS	CID	QWT Chairperson
113	Atty. Bernadette T. Inciso	F	Legal Officer	OSDS	RMT Chairperson
114	Meriam M. Gualdrapa	F	SEPS-HRDD	SGOD	TAT Chairperson
115	Naisy Brosas	F	HRMO	OSDS	OSDS OM Focal
116	Juliet L. Lim	F	EPS	CID	CID OM Focal
117	Roger D. Dagale	M	SEPS- SMM&E	SGOD	SGOD OM Focal



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

Enclosure No. 3 to Regional Memorandum No. _____, s. 2026

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

October 21-23, 2026 | Madison Park Hotel

Session/Topic	Day/Time	Expected Output/s	Resource Person/Facilitator
Travel to the Training Venue	Day 1, 8:00-11:00 a.m.		
Registration of Participants	Day 1, 11:00 a.m.-12:00		QMS Secretariat and Class Manager
12:00-1:00 p.m. Lunch			
Opening Program	Day 1, 1:00-1:30 p.m.		QMS Secretariat and Class Manager
Overview of the Implementation of Quality Management System (QMS) in the Region	Day 1, 1:30-2:00 p.m.		Resource Person: Dr. Rita R. Dimakiling
Review and Reassessment of Organizational Context: SWOT, Opportunities, and Interested Parties	Day 1, 2:00-2:30 p.m.		Resource Persons: Dr. Alejandra B. Lagumbay Mr. Sonny S. Tayum
Workshop 1: Reviewing and Updating of the SWOT Analysis	Day 1, 2:30-4:00 p.m.	Updated SWOT Matrix, Opportunity Registry, and List of Interested Parties reflecting current internal and external environment	Workshop and Presentation Facilitators: Dr. Alejandra B. Lagumbay Mr. Sonny S. Tayum

Presentation of Group Outputs and Panel Feedback	Day 1, 4:00-4:45 p.m.		
Synthesis & End-of-Day Evaluation	Day 1, 4:45-5:00 p.m.		
Preliminaries	Day 2, 8:00-8:30 a.m.		
Risk Identification and Assessment	Day 2, 8:30-9:30 a.m.		Resource Persons: Ms. Alma E. Suyom Dr. Gertrudes C. Mabutin
Workshop 2: Risk Management Workshop	Day 2, 9:30-11:00 a.m.	Updated Risk Registry, risk ratings, existing controls, and proposed mitigation measures	Workshop and Presentation Facilitators: Ms. Alma E. Suyom Dr. Gertrudes C. Mabutin
Presentation of Group Outputs and Panel Feedback	Day 2, 11:00 a.m.- 12:00		
12:00-1:00 p.m. Lunch			
Review of Operational Processes and Documentation Requirements	Day 2, 1:00-2:00 p.m.		Resource Persons: Ms. Mercedes D. Sarmiento Dr. Rita R. Dimaking Dr. Harvie D. Villamor Dr. Ryan R. Tiu
Workshop 3: Enhancement of Operations Manuals	Day 2, 2:00-4:45 p.m.	Updated Operations Manuals incorporating revised processes, roles, responsibilities, and quality procedures	Workshop Facilitators: Ms. Mercedes D. Sarmiento Dr. Rita R. Dimaking Dr. Harvie D. Villamor Dr. Ryan R. Tiu
Synthesis & End-of-Day Evaluation	Day 2, 4:45-5:00 p.m.		
Preliminaries	Day 3, 8:00-8:30 a.m.		
Presentation of Group Outputs and Panel Feedback	Day 3, 8:30-10:00 a.m.		Presentation Facilitators:

DEPARTMENT OF EDUCATION REGION VIII – EASTERN VISAYAS

			Ms. Mercedes D. Sarmiento Dr. Rita R. Dimaking Dr. Harvie D. Villamor Dr. Ryan R. Tiu
Updates and Key Inputs on the Internal Quality Audit	Day 3, 10:00-11:00 a.m.		Resource Person: Dr. Alejandra B. Lagumbay
Updates and Key Inputs on Knowledge Management	Day 3, 11:00 a.m. - 12:00		Resource Person: Ms. Mercedes D. Sarmiento
12:00–1:00 p.m. Lunch			
Updates and Key Inputs on Quality Workplace	Day 3, 1:00-2:00 p.m.		Resource Person: Dr. Rosemarie M. Guino
Updates and Key Inputs on Risk Management	Day 3, 2:00-2:45 p.m.		Resource Person: Ms. Alma E. Suyom
Updates and Key Inputs on Training and Advocacy	Day 3, 2:45-3:30 p.m.		Resource Person: Dr. Harvie D. Villamor
Closing Program & End-of-Day Evaluation	Day 3, 3:30-4:00 p.m.		QMS Secretariat and Class Manager
Departure and Travel Time	Day 3, 4:00 p.m. onwards		

Prepared by:

DINA S. SUPERABLE
EPS, HRDD/TAT Member

Noted by:


HARVIE D. VILLAMOR EdD
Chief, HRDD/TAT Chairperson



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>**.



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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