



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



22 April 2021

Regional Memorandum

**CONDUCT OF THE REVIEW OF OFFICE FUNCTIONS AND DECLARED PROCESSES BY
REGIONAL OFFICES AND SCHOOLS DIVISION OFFICES**

To **RO-Quality Management Representative**
RO- Deputy Quality Management Representative
Chief, Field Technical Assistance Division
Chief, Education Support Services Division
Chiefs, School Governance and Operations Division
SDO- Quality Management Representative
QMS Secretariat Lead

1. In reference to DM-PHROD-2021-0298, this Office through the Quality Management Representative announces the Conduct of the Review of Office Functions and Declared Processes by Regional Offices and Schools Division Offices on April 23, 2021 on the specified schedules and list of participants as attached in Enclosure.
2. The activity aims to discuss the issues and concerns relevant to the current office functions and processes of each governance level and eventually come up with an updated compendium of office functions of the Region and SDO.
3. All participants are requested to visit the link <http://tiny.cc/Review-Functions> to access all the documents necessary for this review. More so, all participants are requested to browse and pre-review all the documents and are expected to actively participate during the review proper. There shall also be a google sheet wherein each division office may indicate the recommendations and suggestions.
4. The meeting link shall be provided in the participant's respective email addresses.
5. Dissemination of this memorandum is hereby enjoined.


FRANCIS CESAR B. BRINGAS
Regional Director

QMS/ell



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Enclosure 1

**CONDUCT OF THE REVIEW OF OFFICE FUNCTIONS AND DECLARED PROCESSES BY
REGIONAL OFFICES AND SCHOOLS DIVISION OFFICES**

**April 23, 2021
Via Google Meet**

Time	Office	Participant/Designation
11:00am- 12:00nn	Education Support Services Division	EDUARDA M. ZAPANTA Chief Education Supervisor PEARL OLIVETH S. INTIA Medical Officer IV BERNARDO C. PASCUAL Project Development Officer IV ANNALIZA T. ARAOJO Dentist III LEONARDO C. CARGULLO Education Program Supervisor ROBERT B. PEREZ Engineer III WILBERT C. ULPINDO Project Development Officer II NEIL B. EVANGELISTA Nutritionist-Dietitian II ALBERTO C. COLASITO Youth Formation Coordinator KARINA F. GLORIA Nurse EMIL O. REAMBILLO Draftsman II ELDINE V. PALERMO Administrative Assistant I MARIVIC P. PEDRIALVA Administrative Aide III EDILBERTO A. DAMILES Jr. Technical Assistant I JAMES MATWILL E. ABALOS Senior Technical Assistant I DEO V. FERNANDEZ Senior Technical Assistant I SHARMAINE G. CORTAS Senior Technical Assistant I JOEMAR F. ABAJAY Senior Technical Assistant I ROMEO B. AGUILERA Senior Technical Assistant I JOHN PAUL B. LICARDO Senior Technical Assistant I

1:00-3:00 pm	Schools Division Offices	All SGOD Chiefs SDO-QMR ALFONSO L. ABOGADO Antipolo City CESAR M. MOJICA Bacoor City MARIETA N. PEREZ Batangas City NICOLAS M. BURGOS Batangas Province GERTUDE A. ANUNCIACION Biñan City NOEL G. SEQUITO Cabuyao City JONAS ANTON M. MANALO Calamba City DIANA P. TOPACIO Cavite Province REGIN REX P. TOSCO Cavite City JOHN G. NEPUMUCENO Dasmariñas City MA. REGINA N. RENDAL General Trias City IVAN HONORPETTE A. MIJARES Imus City ORLANDO T. VALVERDE Laguna Province LORNA R. MEDRANO Lipa City PASCUAL C. LAROSA, JR. Lucena City JUANITO A. MERLE Quezon Province MARITA L. GONZALES Rizal Province VINCENT EMMANUEL L. ILAGAN San Pablo City JESSIE JAMES E. KINGAT Santa Rosa City EDGAR MARSHALL M. BRINAS Tanauan City EDWIN R. RODRIGUEZ Tayabas City
3:00-4:00 pm	Field Technical Assistance Division	MICHAEL GIRARD R. ALBA Chief Education Supervisor EUGENIO S. ADRAO Education Program Supervisor Andrea Maybel E. Abrencillo Education Program Supervisor ROMYR L. LAZO Education Program Supervisor DONAGEL V. RUMBOAO Administrative Assistant