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

QMAH

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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<table>
<thead>
<tr>
<th>Time</th>
<th>Office</th>
<th>Participant/Designation</th>
</tr>
</thead>
</table>
| 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. CARGILLO  
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  
SHARMAIN 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 |
<table>
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<tr>
<th>Time</th>
<th>Division</th>
<th>Names</th>
</tr>
</thead>
</table>
| 1:00-3:00 pm | Schools Division Offices          | All SGOD Chiefs  
SDO-QMR  
ALFONSO L. ABOGADO  
Antipolo City  
CESAR M. MOJICA  
Batangas City  
MARIETA N. PEREZ  
Batangas City  
NICOLAS M. BURGOS  
Batangas Province  
GERTUEDE A. ANUNCIACION  
Bíryan 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  
Dasmarinas 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. RUMBBAO  
Administrative Assistant |