



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



23 February 2024

Regional Memorandum
No. 125 s.2024

**OPTIMIZING WORKFLOW JUNCTIONS: NAVIGATING THE
PROCESS INTERFACE CUM DIVISION PROCESS REVIEW**

To **Schools Division Superintendents**

1. As we continue our efforts to enhance the efficiency and effectiveness of the quality management system in our office, it is vital for the Policy, Planning and Research Division (PPRD) to optimize workflow junctions and navigate the process interface with those of SDOs. In order to realize this, the PPRD shall be conducting a quarterly interface cum review of its processes.
2. The activity aims to:
 - a. scrutinize the current PPRD procedures and processes and identify opportunities for improvement
 - b. streamline processes, eliminate bottlenecks, and maximize productivity.
 - c. showcase best practices
3. The regular participants in this activity are the SGOD Chiefs, Senior Education Program Specialists (SEPSs) for Planning and Research, Division Planning Officers, and PPRD personnel. They are all advised to confirm attendance on or before **March 18, 2024** through bit.ly/07RegWorkflowJunctions.
4. Meal and accommodation expenses of all participants and transportation expenses of RO participants shall be charged against the regional funds while the transportation allowance of the SDO participants shall be from respective local funds. All expenses shall be subject to the usual government accounting and auditing rules and regulations.
5. Attached is the Indicative Schedule. Other important information shall be disseminated in a separate memorandum.
6. For queries or concern, kindly contact PPRD via pprd.calabarzon@deped.gov.ph or at (02) 8682-2114 local 470.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114 local 470-471
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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7. Immediate and wide dissemination of this Memorandum is earnestly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *August 29*

07/ROP6/ROP1

**OPTIMIZING WORKFLOW JUNCTIONS: NAVIGATING THE PROCESS
INTERFACE CUM DIVISION PROCESS REVIEW**

Indicative Schedule

Quarter/Date	Day	Participant	Modality Type
First Quarter March 25-27, 2024	Day 1	One (1) Onsite participant per SDO and Virtual for all other participants	Hybrid
	Days 1 to 3	RO-PPRD Personnel	Face to face
Second Quarter June 24-26, 2024	Day 1	One (1) Onsite participant per SDO and Virtual for all other participants	Hybrid
	Days 1 to 3	RO-PPRD Personnel	Face to face
Third Quarter September 23- 25, 2024	Day 1	One (1) Onsite participant per SDO and Virtual for all other participants	Hybrid
	Days 1 to 3	RO-PPRD Personnel	Face to face
Fourth Quarter December 2-4, 2024	Day 1	One (1) Onsite participant per SDO and Virtual for all other participants	Hybrid
	Days 1 to 3	RO-PPRD Personnel	Face to face

Note: SDO may send more than one (1) Onsite participants from those identified in paragraph No. 3. However, relative expenses/fee shall be charged from each additional participant/s.