



PPRD-RA-2024-227

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

27 November 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [depedcalabarzon.ph](http://depedcalabarzon.ph))

**FINAL VENUE FOR THE CONDUCT OF OPTIMIZING  
WORKFLOW JUNCTIONS: NAVIGATING THE  
PROCESS INTERFACE CUM DIVISION  
PROCESS REVIEW**

Relative to Regional Memorandum No. 125, s. 2024, the above-mentioned  
activity will be held in **Soleste Suites, Quezon City**

Other provisions in the previous issuances are still in effect.

For information and guidance of all concerned.

07/ROP5/ROP1



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Certificate No. PHP QMS  
22 93 0085



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



PPRD-RM-2024-125

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](https://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](mailto:pprd.calabarzon@deped.gov.ph) or at (02) 8682-2114 local 470.



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7. Immediate and wide dissemination of this Memorandum is earnestly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II  
Regional Director

07/ROP6/ROP1

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

**Indicative Schedule**

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