



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



PPRD-RM-2025-391

23 May 2025

**Regional Memorandum**  
**No. 391 s. 391**

**INTERFACE WITH SDO COUNTERPARTS CUM OPTIMIZING  
WORKFLOW JUNCTIONS**

To: **Schools Division Superintendents**

1. Relative to the Quality Management System (QMS) clause on Continual Improvement, the Policy, Planning, and Research Division (PPRD) will spearhead an activity titled "Interface with SDO Counterparts cum Optimizing Workflow Junctions" to directly engage SDO counterparts in improving the quality processes across KRAs on Education Planning and Data Management. The activity is scheduled for July 14-15, 2025, at NEAP-NCR, 15 Cepeda St, Marikina City.
2. This activity aims to:
  - map PPRD's current quality control for each KRA and get SDO feedback on how well they work.
  - analyze jointly the PPRD and SDO workflows for each KRA to find and fix bottlenecks and improve communication.
  - create initial recommendations and action plans to improve PPRD's quality control and streamline workflows based on SDO input and best practices.
3. Participants in this training are the Schools Division Planning Officers (DPOs) with PPRD personnel who will also serve as the secretariat. DPOs are advised to confirm their attendance through <https://forms.office.com/r/L09vdS9ZkN> not later than June 13, 2025.
4. The following expenses shall be charged to regional funds: meals and accommodation of all participants and the travel expenses of the secretariat. While the travel expenses of DPOs shall be charged to local funds. All expenses shall be subject to usual accounting and auditing rules and regulations.
5. For more information and details, you may contact the Policy, Planning, and Research Division (PPRD) through [pprd.calabarzon@deped.ph](mailto:pprd.calabarzon@deped.ph).
6. For immediate dissemination and strict compliance of all concerned.



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**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director 

07/ROP2/ROP1