

September 20, 2019

OFFICE MEMORANDUM

No. 313.2019

TO: Asst. Regional Director
Chiefs, Regional Office Functional Divisions
Regional Office Employee
All Concerned

CONDUCT OF QUALITY MANAGEMENT SYSTEM (QMS) YEAR-END SURVEILLANCE AND YEAR 1 RECERTIFICATION

1. To enhance and sustain the DepEd-CAR Regional Office on the **QUALITY MANAGEMENT SYSTEM (QMS)**, the conduct of the **YEAR-END SURVEILLANCE** and **YEAR 1 RECERTIFICATION** are scheduled on November 4-7, 2019 at the Stephen N. Capuyan (SNC) Hall and November 21-22, 2019 respectively.
2. The following are the participants to the said activity:


COMMITTEES/FUNCTIONAL DIVISIONS/UNITS	DOCUMENTS/ACTIVITIES
Management Review Committee (MRC)	➤ RD, ARD, Chiefs/ Officer-in-Charge of the following RO Functional Divisions: AO, CLMD, ESSD, Finance, FTAD, HRDD, PPRD)
Quality Management Representatives (QMR)	➤ Aida L. Payang – QMR ➤ Carmel F. Meris – Deputy QMR
Continuous Improvement Group (CIG)	➤ Emilia M. Faustino – Lead CIG ➤ Members: Atty. Sebastian T. Tayaban Maksim A. Botilas Crisanta Pantaleon Agustin B. Gumuwang Edgardo T. Alos Carmel F. Meris
Internal Quality Audit (IQA)	➤ Bettina D. Aquino – Lead Auditor Atty. Vanessa B. Flora – Co- Lead Auditor Members: Romulo B. Basa Asterio Madalla Crisanta Paquit Elena Tawanna Annie Rose Cayasen

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0815	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

	Marcelo Talamayan Elfred Dalang Dr. Manuel Dangawen Jennelyn Kitongan Daisy Eswat Denia Tarnate CSC Representative
Overall Document Controller (ODC)	➤ Pio D. Ecuán – Overall Document Controller Jumar B. Yago-an – Deputy Document Controller
Document Controllers (DC)	➤ ORD- Manilyn Botilas, Jumar Yago-an, Glenn Papa Cyrille Gaye Miranda, Kermit Padilla
	➤ ADMIN- Eleonora A. Albidas, Lilia A. Banawe, Maritess A. Calica, Susan Bangnan, Randolph Flynn B. Daculog, Cornelia A. Dulnuan
	➤ CLMD- Ethielyn E. Taqued, Clemente Bandao, Edgar Madlaing
	➤ ESSD- Dr. Angeline F. Calatan, Engr. Christopher Hadsan, Evangeline Malag
	➤ FINANCE- Corazon Walsien, Ernielyn Godoy, Mariane Wanson
	➤ FTAD – Marjory T. Valdez, Charline Balhyas
	➤ HRDD – Emmanuela M. Gabol, Jefferson Villena
	➤ PPRD- Janet M. Ambucay, Crisanta Pantaleon, Dumas Aban
	➤ QAD- Maksim A. Botilas, Florence E. Balictan
IQA Lead Auditor	➤ Juan C. Aquino, Jr., Reinan Hallare, Christine Mae Tugano, Fabian Lumbang, Mary Rose Casadores
Certifying Body	➤ DQS

3. Relative to this, all concerned are requested to attend the activities on scheduled dates.
4. For information and guidance of all concerned.


MAY B. ECLAR, Ph.D., CESO V
 Regional Director