



July 5, 2019

REGIONAL MEMORANDUM
212.2019

RELEASED
JUL 23 2019

DEPED-CAR _____:

RECONSTITUTION OF THE REGIONAL OFFICE QUALITY MANAGEMENT STRUCTURE AND SUBMISSION OF ISO DOCUMENTS

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

1. To sustain compliance to ISO requirements and standards, the Quality Management Structure of the Regional Office is hereby reconstituted:

MANAGEMENT REVIEW COMMITTEE (MRC)

MAY B. ECLAR, Ph.D. CESO V	Regional Director
BETTINA D. AQUINO, CESO IV	Assistant Regional Director
EMILIA M. FAUSTINO	CES- CLMD
AGUSTIN B. GUMUWANG, Ph.D.	CES-ESSD
EDGARDO T. ALOS	CAO-ADMIN
PIO D. ECUAN, Ed.,D.	CES-PPRD
JENNIFER P. ANDE	CES- FTAD
CARMEL MERIS	OIC Chief - HRDD
ATTY. SEBASTIAN G.TAYABAN	CES- Finance

QUALITY MANAGEMENT REPRESENTATIVES

AIDA L. PAYANG	QMR
CARMEL F. MERIS	Deputy QMR

CONTINUOUS IMPROVEMENT GROUP

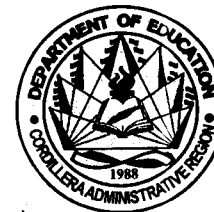
EMILIA M. FAUSTINO	Lead CIG
ATTY. SEBASTIAN G. TAYABAN	Member
MAKSIM A. BOTILAS	Member
CRISANTA PANTALEON	Member
AGUSTIN B. GUMUWANG	Member
EDGARDO T. ALOS	Member
CARMEL F. MERIS	Member

INTERNAL QUALITY AUDIT (IQA)

BETTINA D. AQUINO	Lead Auditor
ATTY. VANESSA FLORA	Co-lead Auditor
ROMULO BASA	Member
ASTERIO MADALLA	Member
CRISTINA PAQUIT	Member
ELENA TAWANA	Member
ANNIE ROSE CAYASEN	Member
MARCELO TALAMAYAN	Member
ELFRED DALANG	Member
DR. MANUEL DAWANGEN	Member
JENNELYN KITONGAN	Member
DAISY ESWAT	Member
DENIA TARNATE	Member
CSC REPRESENTATIVE	Member

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017
Office of the Director III	-309-3013	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011
Fax Machine	-422-4074	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-3015
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Trunkline	-422-5153
		Supply Unit	-422-2198		



DOCUMENT CONTROLLERS

PIO D. ECUAN, Ed.D. - Overall Document Controller (ODC)		
JUMAR B. YAGOAN - Deputy ODC		
ORD	ADMIN	CLMD
Manilyn Botilas	Eleonora A. Albidas	Ethielyn E. Taqued
Jumar B. Yagoan	Lilia A. Banawe	Clemente Bandao
Glenn Papa	Maritess A. Calica	Edgar M. Madlaing
Cyrille Gaye Miranda	Susan D. Bangnan	
Kermit Padilla	Randolph B. Daculog	
	Cornelia A. Dulnuan	
ESSD	FINANCE	FTAD
Dr. Angeline F. Calatan	Corazon B. Walnien	Marjory T. Valdez
Engr. Christopher Hadsan	Ernielyn D. Godoy	Charline Balahyas
Evangeline Malag	Mariane Wanson	
HRDD	PPRD	QAD
Emmanuela M. Gabol	Janet M. Ambucay	Maksim A. Botilas
Jefferson Villena	Crisanta Pantaleon	Florence E. Balictan
	Dumas D. Aban	

2. Timeline for the submission of ISO Documents as agreed upon during the Midyear Surveillance and Internal Quality Audit (IQA) Retooling.

TO BE SUBMITTED BY ALL FUNCTIONAL DIVISIONS(9)	DATE OF SUBMISSION	WHOM TO SUBMIT
1. Document Change, Creation, Revision and Removal(DCCRR)	On or before July 12, 2019	Pio D. Ecuán, ODC
2. Final copy of the Procedure Manual	On or before July 31, 2019	Pio D. Ecuán, ODC
3. Risk and Legal register	On or before July 27, 2019	Pio D. Ecuán, ODC
4. SWOT Analysis	On or before July 27, 2019	Pio D. Ecuán, ODC
5. Corrective Action Report if any	On or before July 25, 2019	Pio D. Ecuán, ODC

3. For information and compliance of all concerned.

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

QAD/ALP/fceb

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