



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

ADVISORY

October 16, 2020

This Advisory is issued to all Functional Division Chiefs, Unit/Section Heads and All Others Concerned

CHANGE OF SCHEDULE AND MODALITY RE ORIENTATION ON THE NEW QMS PROCEDURES AND GUIDELINES

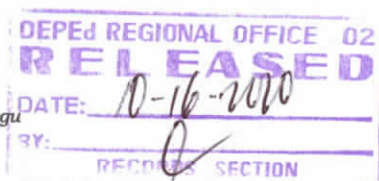
This is with reference to **Office Memorandum No. 60, s. 2020** re *Orientation on the New QMS Procedures and Guidelines*, announces the change of schedules, modality and provision of the meeting links as follows:

Activity	Date, Time and Meeting Links/Venue	Participants
Document Formatting Guidelines	October 19, 2020 1:00 PM – 2:30 PM https://meet.google.com/zdb-ptuv-szn	All Documenters per Functional Division/Unit/Section
Risk Assessment Procedure	October 19, 2020 3:00 PM – 5:00 PM https://meet.google.com/bee-zwxc-wmk	RD, ARD, All FD Chiefs, Section/Unit Heads
Quality Workplace Procedure/Guidelines	October 20, 2020 1:00 PM – 5:00 PM https://meet.google.com/ory-ufko-qmc (Blended Delivery)	All Job Orders must be present at the 3 rd Floor, NEAP Conference Hall while other employees shall attend via Google Meet
Change Management Procedure	October 21, 2020 1:00 PM – 5:00 PM https://meet.google.com/ibo-qtrh-uam	All DepEd RO 2 Employees

Immediate dissemination of this Advisory is desired.

ESTELA L. CARIÑO, EdD, CESO IV
 Director IV/Regional Director

HRDD/jbs/cgu



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As of:	July 2, 2018	Page:	1



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

OFFICE MEMORANDUM

No. 060, s. 20 20

To: All Functional Division Chiefs, Section/Unit Heads
 Training and Advocacy Team Members
 All Others Concerned
This Office

From: ESTELA L. CARIÑO, EdD, CESO IV
 Director IV / Regional Director

Date: October 14, 2020

Subject: **ORIENTATION OF NEW QMS PROCEDURES AND GUIDELINES**

1. This Office, through the Training and Advocacy Team, informs concerned participants to the Orientation on the New QMS Procedures and Guidelines as follows:

Activity	Date and Venue	Participants
Document Formatting Guidelines	October 19, 2020 1:30 PM – 5:00 PM 3rd Floor NEAP Conference Hall	All Documenters per Functional Division/Unit/Section
Quality Workplace Procedure/Guidelines	October 20, 2020 1:00 PM – 5:00 PM All Job Orders 3rd Floor NEAP Conference Hall while other employees via Google Meet	All DepEd RO 2 Employees
Risk Assessment Procedure	October 20, 2020 9:00 AM – 12:00 NN via Google Meet	RD, ARD, All FD Chiefs, Section/Unit Heads
Change Management Procedure	October 20, 2020 1:00 PM – 5:00 PM Via Google Meet	All DepEd RO 2 Employees

2. For information, guidance, and strict compliance.

HRDD/jbs/cgu



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As of:	Dec 16, 2019	Page:	1

