



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

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REGIONAL MEMORANDUM
 QMO-2021-010

To: Assistant Regional Director
 Chief, Curriculum and Learning Management Division
 Chief, Human Resource Development Division
 Schools Division Superintendent
Batanes, Cagayan, City of Ilagan, Cauayan City, Tuguegarao City

From: **BENJAMIN D. PARAGAS, PhD, CESO V**
 Director IV
 Regional Director

Date: April 26, 2021

Subject: **REVIEW OF OFFICE FUNCTIONS AND DECLARED PROCESSES OF REGIONAL AND SCHOOLS DIVISION OFFICES**

1. This office, through the Quality Management Office, calls for a review of the Regional and Schools Division office process on *Tuesday, April 27, 2021* at *1:30 PM* using the Google Meet code: **tmk-yysk-rao**.
2. The activity is a response to DepEd Memorandum *DM-PHROD-2021-0298* calling the Regional Offices to conduct a review on specific processes. Region II is assigned to review the Job Descriptions, Office Functions, and Processes of **Curriculum and Learning Management Division** and **Curriculum Implementation Division**.
3. Items for review are located in the following link:

TITLE	LINK
Compendium of Office Functions v2	http://tiny.cc/functionsandjds
Proposed/Draft Office Functions version 3	bit.ly/DepEdOfficeFunctionsV3

4. Below are the members of the **Review Committee** who are requested to attend this activity:

NAME	POSITION	OFFICE
Jessie L. Amin	Assistant Regional Director	Regional Office
Christian Roy N. Melad	IT Officer I/Regional QMR	Regional Office



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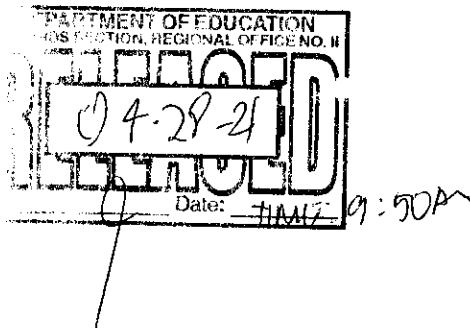


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NAME	POSITION	OFFICE
Octavio V. Cabasag	Chief Education Supervisor	Regional Office
Jerry B. Sario	Chief Education Supervisor	Regional Office
Roman G. Pagaduan	Education Program Supervisor	Regional Office
Rizalino G. Caronan	Education Program Supervisor	Regional Office
Georgann G. Cariaso	OIC, ASDS	Batanes
Marlene B. Delos Santos	Education Program Supervisor	Cagayan
Nelia M. Mabuti	OIC, ASDS	City of Ilagan
Estela S. Cabario	Chief Education Supervisor	Tuguegarao City
Gemma V. Bala	Education Program Supervisor	Cauayan City

5. For information, guidance, and compliance.

QMO/crm



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