



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 12, 2020

**OFFICE MEMORANDUM**

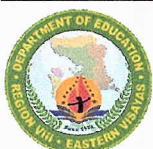
No. **128**, s. 2020

To: Documented Information Team Leaders and Members  
All Others Concerned

**DOCUMENTED INFORMATION TEAM (DIT) MEETING**


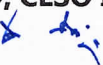
1. In view of the recent changes in the format and styles of DepEd Regional Office documents, the Documented Information Team (DIT) shall hold a Meeting on March 17, 2020, 1:00 PM at the PPRD Conference Hall.
2. The Agenda of the said meeting are as follows:
  - A. Presentation of the results and recommendations of the monitoring in the last quarter of each assigned DIT team;
  - B. Scheduling of the DIT monitoring of Regional Offices' compliance on DIT guidelines on documentations for 2020;
  - C. Scheduling of the revisions of Quality Procedures, Quality Manuals, and Operations Manuals to version 5.0
  - D. Revision of the DIT Quality Procedures; and
  - E. Other matters.
3. The participants to this meeting are listed below:

<b>Team Leader</b>	Isidro C. Catubig	PPRD
<b>Deputy</b>	Alma E. Suyom	FD
<b>Members</b>	Aldonia V. Dumagsa	Admin
	Amenia C. Aspa	CLMD
	Mark Lito B. Gallano	PPRD
	Jim Albert A. Lagado	ICT
	Romar C. Dianito	FD
	Gerard Christopher A. Villegas	ICT
	Mikko S. Duero	ICT
	Chona O. Zabala	HRDD
	John E. Dacatimbang	Legal
	John E. Delorino	PPRD



	Primitiva B. Boco	PPRD
	Adara Lourdes S. Luaton	ESSD
	Vicente G. Villacorte	FD
	Leo M. Dizon	ORD
	Jimmy G. Gula	QAD
	Wedlyn P. Abalorio	Admin

4. Concerned DIT team monitors are required to bring the results of the monitoring for presentation (in powerpoint slides) to the group during the meeting.
5. Immediate dissemination of and compliance with this Memorandum are directed.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

PPRD-ICC