



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

March 24, 2020

OFFICE MEMORANDUM

No. **137**, s. 2020

To: All Functional Division Chiefs
This Office

SUBMISSION OF PERSONNEL ASSIGNMENT (WORK FROM HOME)

1. In view of the work from home arrangement adopted by this Office as one of the options per CSC Announcement No. 12, s. 2020 and as specified in Office Memorandum No. 134, s. 2020 dated March 19, 2020, the Chiefs of the Functional Divisions are hereby directed to submit the list of assignments of personnel during their work from home schedule to the Office of the Assistant Regional Director on or before **March 25, 2020 (Wednesday)**, using the attached template.
2. The said list will be used for tracking/monitoring purposes. The Chiefs of Divisions shall be responsible in the validation of outputs and submission of means of verifications.
3. For immediate compliance.

RAMIR B. UYTICO EdD, CESO IV
Director IV

OARD



LIST OF _____ (FD) _____ PERSONNEL ASSIGNMENT (WORK FROM HOME)

NAME	ASSIGNMENT
Personnel 1	
Personnel 2	
Personnel 3	
Personnel 4	
Personnel 5	

Prepared by:

Chief of Division

Noted:

RAMIR B. UYTICO EdD, CESO IV
Director IV