



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

April 24, 2020

**OFFICE MEMORANDUM**

No. **161**, s. 2020

To: Director III  
Regional Office Division Chiefs  
Selected Section/Unit Heads  
All Others Concerned

**CONFERENCE WITH THE FUNCTIONAL DIVISION CHIEFS AND HEADS OF PUBLIC AFFAIRS, INFORMATION AND COMMUNICATION TECHNOLOGY AND LEGAL UNITS**

1. A conference with the Functional Division Chiefs and Heads of Public Affairs, Information and Communication Technology and Legal Units, for the presentation of Outputs gathered from the data and information provided by the Division Offices' participants during the teleconferencing held from April 23, 2020 to April 29, 2020, shall be held on **Friday, May 8, 2020 at the NEAP Training Hall at 8:30 am.**

2. The activity aims to come up with a Regional Emergency Road Map which will serve as a guide of the Division Offices in crafting their own proactive educational measures and interventions in time of crises, emergencies and calamities.

3. The order and time of presentation are as follows:

• **Morning Session:**

A. Preliminaries; (30 Minutes)

- I. Prayer
- II. Singing of the National Anthem
- III. Message of the Regional Director

B. Presentation Proper:

Functional Division Office	Time of Presentation
CLMD	9:00 - 9:40
PPRD	9:40 - 10:00



HRDD	10:00 - 10:20
ESSD	10:40 – 11:00
QAD	1100 – 11:20
FTAD	11:20 -11:40

• **Afternoon Session:**

Functional Division Office	Time of Presentation
FINANCE	1:30 – 1:50
ADMIN	1:50 – 2:10

- C. Discussion and Inputting of Relevant Data and Information; and
- D. Interfacing and Synthesizing of Report.

4. The following Units shall be tasked to perform these responsibilities:
  - Public Affairs Unit – to document the proceedings and minutes of the meeting;
  - Information and Communication Technology Unit - to take charge of the setting up of necessary gadgets and equipment to be utilized during the activity; and
  - Legal Unit - to take the lead in the facilitation of the meeting and serve as the Masters of Ceremonies.
  
5. Expenses to be incurred in the conduct of the activity shall be charged against local funds, subject to COA usual auditing rules and regulations.
  
6. The participants are advised to observe precautionary measures such as wearing of facemasks and to maintain physical distancing during their attendance to this meeting.
  
7. Immediate dissemination of and compliance with this Memorandum are desired.

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

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