



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

May 11, 2020

OFFICE MEMORANDUM

No. **172** 2020

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

**SCHEDULE OF ACTIVITIES FOR THE FINALIZATION OF
REGIONAL EMERGENCY ROAD MAP**

1. In consonance with the crafting of the Regional Emergency Road Map, all Functional Division Chiefs and concerned personnel are advised to strictly follow the schedule of activities as stated hereunder:

Date	Task	Responsible Persons/Division/ Unit	Output
May 13, 2020	One-on-One presentation of the Crafted Division Emergency Plan	Division Chiefs ARD	A finalized copy of the Plan
May 14, 2020	Peer Review of the Crafted Plan	Administrative Division and HRDD, Finance and ESSD, CLMD and FTAD, QAD and PPRD, and Legal, PAU and ICT	Additional inputs on the crafted plan from the peer



May 14, 2020	Consolidation and Technical Review of the Crafted Plan	Rosemarie M. Guino Jasmin F. Calzita Jennylynd D. Daya Mark Gallano	A crafted plan free of topographical and grammatical errors
May 18, 2020	Preparation of Memo and Downloading of the Finalized Version to the email address of the SDO	ARD and ICT unit	Issuance of Memo and Provision of the copies through electronic mode of the Finalized Plan to the SDO

2. The participants are advised to observe precautionary measures such as wearing of facemasks and to maintain physical distancing during their attendance to these activities.
3. Expenses to be incurred in the conduct of the activity shall be charged against local funds, subject to COA usual auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
 Director IV

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