



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

June 17, 2020

OFFICE MEMORANDUM

No. **243**, s. 2020

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

PROCEDURES IN CONDUCTING CAPABILITY-BUILDING PROGRAMS

1. To ensure a smooth conduct of the Capacity Building Programs in DepEd Regional Office VIII, this Office, enjoins all functional divisions to observe the following procedures:

A. For activities with fund allocation

Step 1. Submit Activity Request (AR)/Authority to Conduct (ATC) to Policy, Planning and Research Division (PPRD). If marked 'Reviewed' by the PPRD, have the BAC Resolution signed by three BAC members, BAC Chairperson and the Regional Director.

Step 2. Attach approved AR/ATC and signed BAC Resolution together with the Detailed Financial Requirement (DFR), Purchase Request (PR) and Annexes then submit to the Finance Division for the verification of the availability of funds.

Step 3. If funds are available, route the documents to the office of the Regional Director for approval.

Step 4. Complete the required BAC Processing of the documents.

Step 5. Craft Memorandum only after Asset Management Unit has served the Purchase Order (PO) to the service provider.

Step 6. Route the Memorandum to Human Resource Development Division (HRDD) for checking of the availability of scheduled date of the activity using the Google Calendar Application.

Step 7. If initialed by HRDD, route the Memorandum to the office of the Assistant Regional Director for the initial and to the office of the Regional Director for approval.

Step 8. Once approved by the Regional Director, the memorandum shall be routed to the Records Section for Numbering and ICT Unit for uploading to the website.



B. For activities charged to the Extraordinary and Miscellaneous Fund of RD

Step 1. Craft Memorandum.

Step 2. Route Memorandum to HRDD for checking of the availability of scheduled date of the activity using the Google Calendar Application.

Step 3. If initialed by HRDD, route the memorandum to the office of the Assistant Regional Director for the initial and office of the Regional Director for approval.

Step 4. Once approved by the Regional Director, the memorandum shall be routed to the Records Section for Numbering and ICT Unit for uploading to the website.

2. Focal persons of each functional division/unit/section are obliged to update the Google Calendar Application regularly.
3. Immediate dissemination of and compliance with this Memorandum are desired.


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Director IV 

HRDD-CDPA