



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

June 15, 2020

**OFFICE MEMORANDUM**

No. **244**, s. 2020

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

**MONITORING ON THE COMPLIANCE WITH DOCUMENTATION GUIDELINES  
BY THE DOCUMENTED INFORMATION TEAM**

1. The Documented Information Team (DIT) shall conduct a monitoring on the compliance with DIT Guidelines and checking of ISO Forms on June 22-30, 2020 in all RO Divisions, Sections, Units, and ISO Teams.
2. Relative to this, the composition of the DIT Sub-Teams and their assigned RO Divisions, Sections, Units, and ISO Teams are as follows:

Sub-Team	Members	Office/Team Assignment
<b>A</b>	Isidro Catubig Mikko Duero Primitiva Boco	Public Affairs Unit, Curriculum and Learning Management Division, Learning Resource Management Section, and Quality Management Review
<b>B</b>	Alma Suyom Vicente Villacorte Wedlyn Abalorio	Office of the Regional Director, Legal Unit, Education Support Services Division, School Health Section, and Process Quality Review
<b>C</b>	John Delorino Jim Lagado Chona Zabala	Office of the Assistant Regional Director, Field Technical Assistance Division, Quality Assurance Division, Cash Section, and Bids and Awards Committee Office
<b>D</b>	Jimmy Gula Mark Gallano John Dacatimbang	Administrative Division Proper, Personnel Section, Records Section, Supply Section, General Services Unit, and Workplace Improvement Team



---

<b>E</b>	Amenia Aspa Adara Lourdes Luaton Romar Dianito	ICT Unit, Policy Planning & Research Division, Human Resource Development Division, Finance Division, and Documented Information Team
----------	--	--

3. The DIT Teams shall monitor and verify using the attached monitoring tool if the DIT Guidelines on Documentation have been properly observed and followed.
4. For information and guidance of all concerned.

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

PPRD-MBG



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

**DIT QUALITY PROCEDURE MONITORING TOOL**

Division/Section/Unit

: \_\_\_\_\_

Date

: \_\_\_\_\_

(Month Date, Year)

Instruction: Please put a check (✓) mark corresponding to each indicator under the **YES/NO** column if the indicator is complied with or not. Indicate in the **REMARKS** column any reason for non-compliance.

INDICATORS	COMPLIED		REMARKS
	YES	NO	
<b>A. Utilization of Prescribed Document Format</b> <i>(Documents used by the division/section/unit include the prescribed items on the header such as:</i>			
➤ <i>Official Seal (DepEd Logo) place at the center of documents.</i>			
➤ <i>Below the Official Seal (DepEd Logo) is the Republic of the Philippines set in Old English Text MT, 12 font size, bold.</i>			
➤ <i>The Department of Education set in Old English Text MT, 18 font size, bold, and the relevant office: Regional Office No. VIII (Eastern Visayas), 10 font size, bold.</i>			
➤ <i>Below the border line in the left portion is the name of office/division (e.g., Office of the Regional Director) set in Tahoma, 10 font size, bold.</i>			
➤ <i>Document code/number with version and revision codes</i>			
➤ <i>The acronym of the division/section/unit and initial letter of the originator in capital letter above the footer.</i>			
✓ <i>Footer present the document with the following items: page number at the center, regional logo at the left side bottom,</i>			



<i>address, contact number, email address, beside the logo, ISO seal at right side.</i>			
1. Regional Memorandum/ Order			
2. Office Memo/Order			
3. Numbered Memorandum			
4. Advisory			
5. Communication/Letter			
6. Confirmation Letter			
7. Activity Completion Report			
8. Annual Implementation Plan (AIP)			
9. Attendance Sheet			
10. Detailed Financial Requirement			
11. Certificate of Appearance			
12. Certificate of Appearance (FOR VISITORS)			
13. Certificate of Appreciation			
14. Certificate of Participation (FOR 1-2 DAY ACTIVITY)			
15. Certificate of Participation (FOR 3 DAYS OR MORE ACTIVITY)			
16. Certificate of Recognition			
17. Certification			
18. Post Travel Report			
19. Seminar/Trainings Registration (Form A)			
20. Seminar/ Trainings Directory (Form B)			
21. Special Order			
22. Indorsements			
23. Minutes of the Meeting			
24. Document Transmittal Form			
25. Vehicle Request			
26. Notice of Meeting			
27. Acknowledgment Receipt			
28. Risk Management Plan			
29. Accomplishment Report			
30. Action Plan			
31. Plaque of Recognition			
32. Certificate of Completion			
33. <i>Others, please specify</i>			
34.			
35.			
<b><i>B. Creation, revision, and deletion of Document Template (with appropriate document number)</i></b>			
1. DRAFTs were used and compiled			
2. DTDAFs were used and compiled			
3. Provided soft copies to ICT DIT Controller			

<b>C. Records Disposition</b>			
1. Followed the steps on Records Disposition			
• Inventory of documents based on files			
• Submit inventory report to Records Section			
• Records disposal			
<b>D. Labelling</b>			
1. Followed the prescribed labelling of:			
• Folders			
• Box filers			
• Cabinets			
<b>E. Desktop Wallpaper</b>			
1. Use of the prescribed wallpaper in all DepEd issued laptops/desktops			
<b>F. Access of information technology (History Log)</b>			
1. Official DepEd e-mail address of individual employee			
2. DepEd e-mail address of functional division/unit/section			
3. DepEd Region 8 Issuances			

Other Comments/Suggestions/Agreements and Recommendations:

---



---



---



---

<b>Monitored by:</b>	<b>Acknowledged by:</b>
DIT Representative/s:	Division/Section/Unit Personnel:
_____	_____
Signature over Printed Name	Signature over Printed Name
_____	_____
Signature over Printed Name	Signature over Printed Name
_____	_____
Signature over Printed Name	