



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

July 17, 2020

**OFFICE MEMORANDUM**

No. **281**, s. 2020

To: Regional Division Chiefs, Section and Unit Heads  
All Others Concerned

**ORIENTATION ON THE GUIDELINES ON SOFT COPIES OF DOCUMENTED  
INFORMATION AND OTHER DIT RELATED CONCERNS**

1. The Documented Information Team (DIT), shall conduct an Orientation on the Guidelines on Soft Copies of Documented Information and other DIT related concerns on July 21, 2020 at the RELC-NEAP, DepEd RO8 Complex, Government Center, Candahug, Palo, Leyte.
2. The activity aims to orient the Functional Divisions, Sections, and Units on the new guidelines on soft copies of documented information and other related concerns to ensure a common understanding on and proper implementation of the said guidelines.
3. The participants to this activity are the following:

<b>Regional Division</b>	<b>Division Chief</b>	<b>Document Controller</b>
ORD		Leo M. Dizon
Administrative Division (AD)	Mercedes D. Sarmiento	Marianne Fe B. Martinez
Finance Division (FD)	Alma E. Suyom	Robert B. Icot
Policy, Planning, and Research Division (PPRD)	Isidro C. Catubig EdD	Marcelina L. Villamor
Curriculum and Learning Management Division (CLMD)	Rosemarie L. Guino EdD	Marlyn C. Arinto
Quality Assurance Division (QAD)	Rita R. Dimakiling EdD	Fernando A. Santos
Human Resource Management Division (HRDD)	Harvie D. Villamor EdD	May Ann B. Ladera
Field Technical Assistance Division (FTAD)	Alejandrino L. Yman EdD	Anna Lyn B. Lim



Education Support Services Division (ESSD)	Cesar P. Verunque	Teresita G. Suarez
Select DIT Members	Jim Albert A. Lagado	Chona O. Zabala
	Mark Lito B. Gallano	Clenton Nerio R. Areglado
	Ariem V. Cinco	Romar C. Dianito
	Mikko S. Duero	Wedlyn P. Abalorio

4. All participants to this activity are reminded to observe the usual social distancing measures and to wear face masks at all times.
5. Expenses incurred relative to the conduct of this activity such as one lunch and two snacks for the participants and the venue rental shall be charged to Regional Office Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are directed.

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

DIT-ICC