



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

July 13, 2020

OFFICE MEMORANDUM

No. **285**, s. 2020

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

**NEW GUIDELINES ON SOFT COPIES OF DOCUMENTED INFORMATION AND
OTHER DOCUMENTATION RELATED CONCERNS**

1. This Office, through the Documented Information Team (DIT), issues the following guidelines relative to the filing and keeping of soft copies of documented information and other documentation related concerns in response to the new normal.
2. All Divisions, Units, and Sections shall strictly observe the following guidelines effective August 1, 2020:

A. On Naming of Folders and Files in Computer Desktops

1. Main Folders displayed on computer desktop shall have a uniformed naming standard.
2. Only eight folders or less are allowed to be displayed on the computer screen.
3. Shortcut icons shall not be shown in the desktop except the recycle bin.
4. The computer user may show these folders on the screen or may hide them in document storage.
5. The main folders shown in the desktop may be classified as follows:
 - a. **Functional Division/Unit/Section Files.** The name of this folder is the name of the Division, Unit, or Section using its common acronym, which contains files of the Office's documents relative to their Key Result Areas.
 - b. **DepEd Issuances.** This folder contains both issuances from DepEd and the Region such as Memos, Orders, and Advisories, which are kept in separate sub-folders as references for easy access when offline, or as needed.
 - c. **Procurement Files.** These files are documents related to procurement concerns such as purchase orders, purchase requests, travel reimbursements, and Bids and Awards Committee (BAC) required documents, and the like.
 - d. **ISO Related Files.** These are files of documents related to ISO requirements and standards such as DIT documents (Operations Manual, Quality



- Procedures, Quality Manual, DRAFTs, DTDAFs, DRRFs, new and revised documents submitted to the DIT, QMS RO8 Website); QMR, PQR, CBT, and WIT related documents and files.
- e. **201 Files.** These are personnel's computer generated or scanned documents of the Office employee/s such as Position Description Form (PDF), Statement of Assets and Liabilities and Net worth (SAL-N); Income Tax Return, Training Certificates, Special Orders, Scanned DTRs and Payslips, Leave Applications, and other similar documents. The user may opt to password protect these documents, if necessary.
 - f. **RMEA Files.** These are files of means of verifications (MOVs) of Quarterly RMEA reports and other RMEA related documentations of the Division, Unit, or Section. Sub-folders may be classified by Quarter.
 - g. **Communication Files.** These are files of letters, transmittals, and other communications sent to external stakeholders of the office and or received by the Division, Unit, or Section.
 - h. **User-Defined Files.** These are other files which the user of the computer may opt to save other than those kept in the previous mentioned folders.
6. Inside each main folder displayed on the computer desktop may contain sub-folders which may be assigned by the user (see samples below).
Regional Memos, DRAFTs, Draft Memos, Quarter 1 RMEA, Research, etc.
7. Inside each sub-folder shall contain the specific files.
 8. Specific files shall be named with this standard format: Document type, followed by a dash, file name in Camel format followed by a dash, then followed by the Division/Unit/Section name, date created/saved and originator's initials.
Sample File Name: RM-DITMeeting-PPRD-07142020-ICC

B. On Document Classification

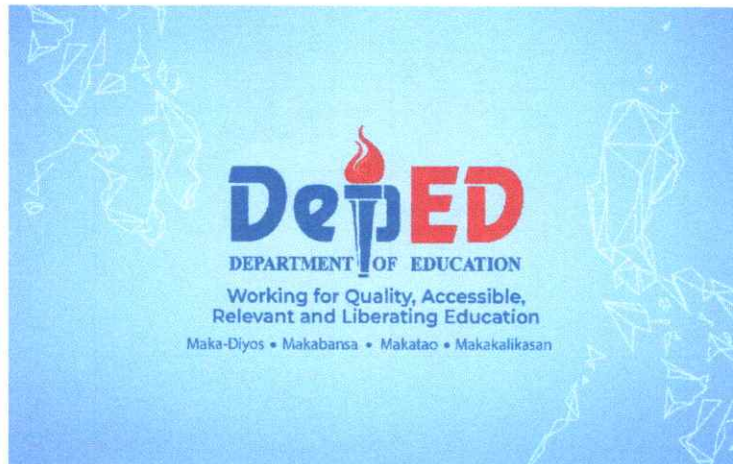
1. Documents are classified into two types: **Open Access** and **Restricted**. Open Access are documents that can be accessed anytime by the user or other authorized persons. These are the usual documents that are saved regularly for future use. Restricted are documents which are confidential in nature which are exclusive only for authorized persons and are accessible only by the computer user.
2. The process owner shall indicate if a certain document is 'Restricted'. Only the title or list of titles of confidential documents shall be forwarded to the DIT for updating of the Masterlist of Documents.
3. Restricted documents/files contain confidential information that are password protected such as:
 - 3.1 Confidential documents
 - 3.2 Operations Manual, Quality Procedures, and Quality Manual
 - 3.3 Other financial and legal documents considered confidential, top secret, or classified.

C. On Control of Soft Copies of Documented Information

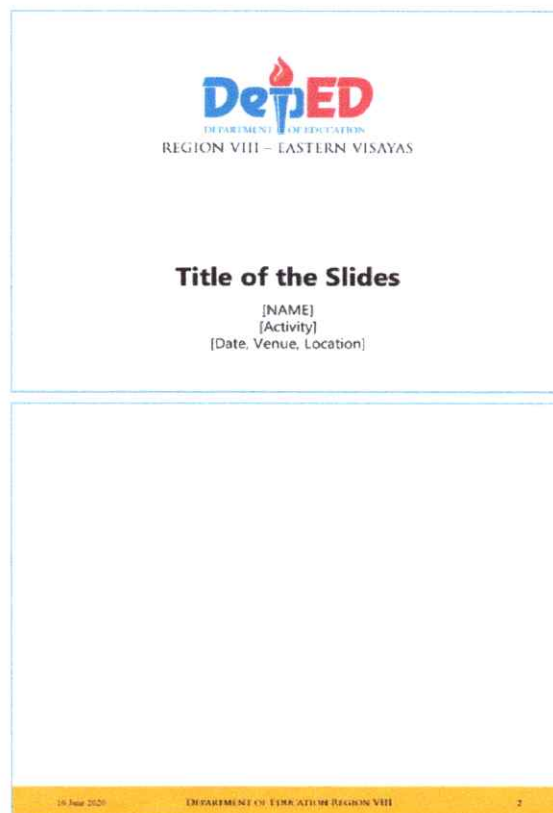
1. Soft copies of documents of each process owner shall be kept in their respective files.
2. Soft copies of documents of newly created and revised documents using DRAFs, DTDAFs, and DRRFs and other required documents shall be submitted to the DIT through this email address dit.region8@deped.gov.ph and copy furnished to ictu.region8@deped.gov.ph
3. Soft copies of Operations Manuals, Quality Procedures and Quality Manuals shall be submitted immediately to the Document Controller (for soft copies) through the DIT email address together with the hard copies upon submission during revisions.
4. Process owners may keep a soft copy of the Manuals, watermarked with 'DRAFT' which must be password protected and shall be kept by only one authorized person of each office.
5. Borrowing of original hard copies of Manuals is allowed upon request by the Division/Unit/Section Head using a request form and must be returned within the day. Another request form shall be accomplished for subsequent borrowing.
6. The DIT email address can only be accessed by the Document Controller in-charge of soft copies and the DIT Secretariat Committee Leader.
7. The Document Controller shall keep the submitted soft copies of documents in the repository of documents of the DIT and shall create a back-up of all DIT files in the Google Drive and/or in the iCloud.
8. Each process owner shall also keep a back-up of their own files through the same computer storage mechanisms.
9. Soft copies of documents available only at the Records Section or at the Document Controller can be accessed by request through a Document Referencing Retrieval Form (DRRF).
10. Soft copies of updated Operations Manual, Quality Procedures, and Quality Manuals shall be submitted immediately to the DIT through dit.region8@deped.gov.ph. every after hard copies have been approved and submitted by the concerned authorized officials.
11. Soft copies of old versions of templates submitted to DIT for new revised versions shall be removed or deleted from the computer desktops upon approval of the new versions.
12. Old copies of documents kept in files using old format shall be watermarked 'obsolete copy'. However, when this document is to be printed to be used as support document or MOV, the watermark shall be removed. The purpose of putting the 'obsolete copy' watermark in soft copies is to ensure that this template is not used anymore for new document.
13. For uniformity of watermark label, such words as 'DRAFT', 'OBSOLETE', 'CONFIDENTIAL', 'RESTRICTED', etc. shall be indicated diagonally across the page from the bottom (left corner) to the top (right corner) both for portrait and landscape page orientations using the prototype font type and size.

D. On Computer Desktop/Laptops Screen or Monitor and Slides Decks

1. All DepEd-issued laptops, desktops, and netbooks shall have the new prescribed DepEd wallpaper background per Regional Memorandum No. 130, s. 2019. Personal laptops used in the Office shall still use the background when in the office and may be changed after office hours. (*See the sample format below.*)



2. Laptop/Desktop files on screen may be shown or hidden in the Document File.
3. When files are displayed on the screen, it shall be limited to eight folders only except the recycle bin.
4. All slide deck presentations of Regional Office No. VIII shall use the prescribed template only. (*See sample below for the first slide and for the succeeding slides.*)



E. On the Formatting of Regional Functional Division Office-Created Handbooks and Manuals

1. Handbooks and Manuals created by the Regional Office Functional Divisions, Units, and Sections and QMS Teams shall follow the following formatting:
 - a. The standard size for Handbooks and Manuals shall be A4 size of coated or uncoated paper type, glossy or not, or bond paper.
 - b. Font type, size, and format shall be consistent with the standard Regional Office documents.
 - c. The letterhead, document code, and footnotes shall appear in the cover page of the Handbook or Manual. In the succeeding pages, document codes should not be included.

F. On Creation of New Processes with Online Versions

1. Online versions of applicable processes shall be created by respective process owners which shall be applicable only during the new normal or emergency situations.
2. New virtual processes are temporarily applicable for the 'new normal' or other emergency situations. Hence, these processes shall be added only in the Appendices of the OMs, QPs, and QMs.

G. On Using E-Signatures

1. E-signatures shall be used for electronic documents that need signatures of the authorized officials.
2. These shall be created through the use of a stylus and electronic pad and other authorized e-signature generators.
3. The Data Privacy Act of 2012 shall be strictly observed to protect the unauthorized use of e-signatures and other computer-generated documented information.
4. E-signatures are allowed only to the following authorized officials:

Name	Position/Designation	Office
Ramir B. Uytico EdD, CESO IV	Director IV	Office of the Regional Director (ORD)
Arnulfo M. Balane, CESO V	Director III	Office of the Assistant Regional Director (OARD)
Mercedes D. Sarmiento	Chief Administrative Officer	Administrative Division (AD)
Alma E. Suyom	Chief Administrative Officer	Finance Division (FD)
Isidro C. Catubig EdD	Chief Education Supervisor	Policy, Planning and Research Division (PPRD)
Harvie D. Villamor EdD	Chief Education Supervisor	Human Resource Development Division (HRDD)
Rita R. Dimakiling PhD	Chief Education Supervisor	Quality Assurance Division (QAD)
Cesar P. Verunque	Chief Education Supervisor	Education Support Services Division (ESSD)

Rosemarie M. Guino EdD	Chief Education Supervisor	Curriculum and Learning Management Division (CLMD)
Alejandrino L. Yman EDD	Chief Education Supervisor	Field Technical Assistance Division (FTAD)
Jim Albert A. Lagado	Information Technology Officer I	ORD-ICT Unit
Jasmin F. Calzita	Regional Information Officer III	ORD-Public Affairs Unit
	Project Development Officer IV	ESSD-Special Programs and Projects Section
Apple T. Reyes	Administrative Officer IV	AD - General Services Unit
Eva D. Rosales	Administrative Officer V	AD -Personnel Section
Nerio Clenton R. Areglado	Administrative Officer II	AD - Payroll Services
Fe M. Gerona	Accountant III	FD – Accounting Section
Kathrine Rae A. Cromente	Accountant II	FD – Accounting Section
Leonardo A. Cordova	Accountant II	FD – Accounting Section
Gary Jay N. Calipayán	Budget Officer III	FD– Budget Section
Mark Lito B. Gallano	Planning Officer III	PPRD
Engr. Ryan Jay C. Bagon	Engineer III	ESSD – School Facilities Section
Dr. Ma. Elsa N. Gerona	Medical Officer IV	ESSD – SHS
Emmanuel P. Firmo Jr.	Project Development Officer II	ESSD – DRRM
Atty. Eleanor C. Calumpiano	Attorney IV	ORD – Legal Section
Ariem V. Cinco	Records Officer III	AD – Records Section
Elizabeth E. Caboboy	Supply Officer-Designate	AD – Asset Management Section
Russel L. Resco	Cashier III	AD – Cash Section
Rachel R. Cuevas	Head, BAC Secretariat	BAC
Gladys J. Fabillo	Head, Technical Working Group	TWG

2 Immediate dissemination of and compliance with the above Guidelines are hereby directed.

DIT-ICC


RAMIR B. UYTICO EdD, CESO IV
 Director IV

