



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

August 14, 2020

REGIONAL MEMORANDUM

No. **429** s. 2020

**REITERATION OF AND ADDENDUM TO REGIONAL MEMORANDUM NO. 258 S. 2020
ON THE PROCESS ON SUBMISSION OF REQUESTS, APPLICATIONS, and OTHER
COMMUNICATIONS INTENDED FOR THE REGIONAL OFFICE**

To: Schools Division Superintendents
Division Records Officers
All Others Concerned

1. Processing of requests, applications, and other communications for appropriate action and / or approval of the Regional Office shall continue despite the current health situation due to Covid-19. However, health and safety protocols must be strictly observed; hence, the reiteration of Regional Memorandum No. 258, s2020.
2. In addition to the Guidelines set forth in RM No. 280 s. 2020, the following provisions shall form as integral part of the said issuance, to wit:
 - a. Submission of requests, applications, and other communications shall be done via email or courier **effective immediately. Face-to-face transactions are not allowed** until the health situation improves. Requests, applications, and other communications sent via email or courier must be stamped **RELEASED** by the Records Section of the Division Office;
 - b. Only those email communications sent via the Division Office Records Section's official email to the Regional Office Records Section's official email shall be processed. Requests, applications, and other communications shall follow the prescribed subject line format:

Subject: (Recipient of Documents – Name of School/Division – Purpose of Transaction)

Example: QAD - ABC School of Fisheries/Leyte Division – Application for Government Permit; and



- c. Submissions sent via courier shall be disinfected at the Guard Station prior to transmittal to Records Section or any concerned division, unit, or section in the Regional Office.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.



RAMIR B. UYTICO EdD, CESO IV
Director IV

Enclosure: Guidelines on the Online Submission of Documents

Reference: RM No. 620, s2017, RM No. 258, s2020

To be indicated in the Perpetual Index under the following subjects:

COMMUNICATIONS

GUIDELINES

ONLINE SUBMISSIONS

AD-RS – AVC

