



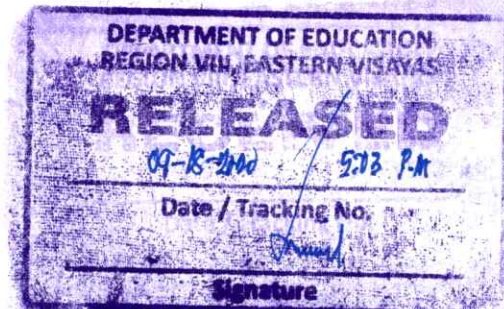
Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 16, 2020

OFFICE MEMORANDUM

No. **359**, s. 2020

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



2020 THIRD QUARTER WORKPLACE IMPROVEMENT EVALUATION AND ASSESSMENT

1. The Workplace Improvement Team shall conduct the Third Quarter Workplace Evaluation and Assessment on September 29-30, 2020 as follows:

September 29, 2020

PPRD
ORD
Legal Unit.
ESSD.
School Health Section.
Public Affairs Unit
CLMD
HONESTO
BAC
FTAD
OARD
Cash Section
QAD

September 30, 2020


AD
Records Section
Personnel-Payroll Section
Asset Management Section
General Services Unit
FD
ICTU
HRDD
Common CRs
Guard House
RO Surroundings

2. Each office shall be evaluated and rated as per WIT Assessment Tool; employees who are on Work From Home schedule or on leave are advised to have their table drawers open and accessible for inspection.

3. All employees are likewise advised to arrange and put things in order as prescribed in the Workplace Improvement Quality Procedure.



4. For information and guidance.


RAMIR B. UYTICO EdD, CESO IV
Director IV


AD-MDS