



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

September 16, 2020

OFFICE MEMORANDUM

No. **363**, s. 2020

To: All WIT Members

MEETING OF THE WORKPLACE IMPROVEMENT TEAM

1. The Workplace Improvement Team will have a meeting on September 22, 2020, 2:00 PM at the RELC, NEAP.
2. The objectives of the meeting are:
 - a. Orient the members on the revised Workplace Assessment Tool;
 - b. Discuss strategies relative to the conduct of the 2020 3rd Quarter Workplace Improvement Evaluation and Assessment; and
 - c. Discuss other matters relative to workplace improvement.
3. The rental of the venue shall be charged against Administrative Funds subject to the usual accounting and auditing rules and regulations.
4. For information and guidance.

RAMIR B. UYTICO EdD, CESO IV

Director IV

AD-MDS

