



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

October 5, 2020

**REGIONAL MEMORANDUM**

No. **525**, s. 2020

**SUBMISSION OF THE READINESS REPORTS FOR SCHOOL YEAR 2020-2021**

To: Schools Division Superintendents  
All Others Concerned

1. The Office of the Undersecretary for Field Operations, Planning Service and the Bureau of Learning Resources has created a Readiness Report Template to harmonize data requirements of different offices from the Central Office relative to the readiness of the Department for the opening of classes and the 1<sup>st</sup> and 2<sup>nd</sup> Quarters of the School Year, more specifically, on the printing of Self-Learning Modules, Partnership, and other relevant data requirements.

2. In this regard, the weekly reporting and updating of the Regional Readiness Report shall continue using the enhanced and harmonized template through this Google Sheet link: **[bit.ly/Region8Readiness](https://bit.ly/Region8Readiness)**. Specific instructions in accomplishing this template can be found in a separate sheet in the online template.

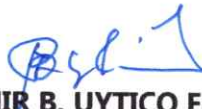

3. This report shall be monitored and supervised by the Assistant Schools Division Superintendent (ASDS) to ensure accuracy and timeliness of data, while data gathering shall be facilitated by the Division Planning Officer as the data manager. Two other specific personnel from each Division shall be assigned to provide the necessary data. A list observing the table below must be submitted to [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph) on or before October 7, 2020. Access to the online template and other relevant concerns shall only be provided to the submitted emails.

Concern	Name of In-Charge	Position	Active email address
Overseeing		ASDS	
SLM Printing			
Partnership			



4. Cut off time for updating the template is every 2:00 p.m. on Fridays until October 30. In case the online template is not updated within the expected cut-off time, the attention of the ASDS of the non-compliant Division shall be called and the previous data submission shall be utilized to complete the consolidated Readiness Report which shall be submitted to the Central Office every Friday afternoon.

5. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: None

References: None

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

**READINESS REPORT**

PPRD-ICC

