



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

December 5, 2020

OFFICE MEMORANDUM

No. **524**, s. 2020

To: Regional Office Division Chiefs
Section/Unit Heads
Documented Information Team (DIT)
All Others Concerned

**YEAR-END MONITORING OF COMPLIANCE WITH DOCUMENTED INFORMATION
TEAM (DIT) DOCUMENTATION STANDARDS**

1. As part of the mechanisms in ensuring the compliance with ISO Documentation standards in DepEd Regional Office VIII, this Office, through the Documented Information Team (DIT), shall conduct the **Year-End Monitoring of Compliance of the Regional Division Offices with DIT Documentation Standards** within December 2020.
2. The objective of this bi-annual monitoring activity is to ensure that all DIT guidelines and standards on soft and hard copies documentation are properly complied with.
3. The composition of the DIT Monitors, together with the designated Process Owner Document Controllers (DCs), and their assigned Regional Division Offices are as follows:

Monitoring Team	Team Composition with each Office's Designated DCs	Assigned Regional Division Office/s
1. 2.	Alma E. Suyom Wedlyn P. Abalorio Fernando A. Santos (QAD DC) Josephine L. Tajarros (CS DC)	Quality Assurance Division and Cash Section
3.	Isidro C. Catubig Mikko S. Duero May Ann B. Ladrera (HRDD DC) Anna Lyn B. Lim (FTAD DC) Iris N. Cordeta (RS DC)	Field Technical Assistance Division, Human Resource Management Division, and Records Section
4.	Ariem V. Cinco Primitiva B. Boco Teresita G. Suarez (ESSD DC) Adara Lourdes L. Luaton (HNU DC)	Education Support Services Division and HNU



5.	Romar C. Dianito Leo M. Dizon Marcelina L. Villamor (PPRD DC)	Policy, Planning, and Research Division
6.	Chona O. Zabala Nerio Clenton R. Areglado Hydelyn N. Cinco (CLMD DC)	Curriculum and Learning Management Division
7.	Rowena P. Vacal Jim Albert P. Lagado Robert B. Ecot (FD DC)	Finance Division
8.	John D. Delorino Gerard Christopher A. Villegas Milgrace A. Gaddi (AMS DC) Janice C. Delopere (GSU DC)	Admin Division (General Services Unit, Asset Management Section)
9.	Amenia A. Aspa Vicente G. Villacorte Remedios L. Alejandro (PS DC)	Admin Division (Personnel Services Unit and Payroll Section)
10.	Mark Lito B. Gallano Adara Lourdes S. Luaton Floramay A. Bacus (PAU DC) Mikko S. Duero (ICT DC)	ORD (Public Affairs Services Unit and ICT Unit)
11.	Jimmy G. Gula John E. Dacatimbang Jill M. Tormis (LU DC) Marcelo P. Sacay (OARD DC)	ORD proper, Legal Unit, and OARD

12. The designated Document Controllers (DCs) of each Regional Division Office, Section, or Unit shall conduct a pre-assessment in their respective offices and shall assist the Monitors to facilitate the actual monitoring using the same monitoring tools.

13. The Monitoring Teams are required to submit a Monitoring Report with the accomplished Monitoring Tools to the DIT Secretariat care of Mr. Ariem V. Cinco on or before December 21, 2020. The Monitoring Tool and Monitoring Report templates are attached in this Memo for reference.

14. The Regional Division Office Chiefs and Section/Unit Heads shall ensure the availability of staff to assist the Monitors during the actual monitoring date to be pre-arranged with each Monitoring Team within December 2020 only.

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

RAMIR B. UYTICO EdD, CESO IV
Director IV

DEPARTMENT OF EDUCATION
REGION VIII, EASTERN VISAYAS
RELEASED
12-09-2020
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signature

DIT-ICC



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**DIT DOCUMENTATION GUIDELINES COMPLIANCE
MONITORING REPORT**

A. Introduction *(Sample Intro only. You may copy this, or revise.)*

The ISO 9001:2015 Certification of DepEd Regional Office VIII in 2018 has established its quality aspiration to make the Office a leading organization of world-class services and transactions and a paragon of customer's delight to produce self-propelled learners in Eastern Visayas.

In consonance with this mandate, the Documented Information Team (DIT) has established documentation guidelines to uphold the standards set in the ISO Certification.

As part of the mechanisms in ensuring the compliance of established standards on documentation in DepEd Regional Office VIII offices, the DIT shall conduct monitoring on the implementation of the quality procedures in each division/section/unit within the second and last quarter of the year. This mandate is stipulated under Policies and Guidelines, Section 5.21 on Monitoring the Implementation of DIT Quality Procedures (Control of Documents and Records) of the Document Information Team (DIT).

Hence, a Monitoring activity on the above subject has been conducted in compliance with the above guidelines.

B. Details and Results of the Monitoring

Team No.:

Team Composition:

- 1.
- 2.
- 3.

Division/Section/Unit Monitored:

Date Monitored:

Process Owner Present during the Monitoring:

Specific Results of the Monitoring:



(You may list down here the important specific findings based on the accomplished Monitoring Tool. Limit only to 5 to 10).

- 1.
- 2.
- 3.
- 4.
- 5.

C. General Findings and Recommendations:

Major Findings:

1. *(Sample only)* Some employees did not follow the desktop/laptop screen saver standards specifically, Mr. XXXXX and Ms. YYYYY.
2. *(Sample only)* The Filing Cabinets and folders have no labels and are not properly arranged for easy access.
3. *(Sample only)* The soft copies naming standards are not yet properly followed.
4. *(Sample only)* There are no files of DRAF and DTDAF kept by the process owner.
5. *(Sample only)*

Recommendations:

1. *(Sample only)* The Process Owners should be provided with copies of the report and accomplished Monitoring Tool for their reference and appropriate action.
2. *(Sample only)* A Guideline on the issuance of reminders and internal Memo for the consistently non-compliant office, section, or unit should be issued to instigate disciplinary action.
3. *(Sample only)* A revision of some of the Guidelines should be issued to clarify vague provisions in previous guidelines as a result of service realizations.
- 4.
- 5.

Prepared by:

Lead Monitor

Member

Member: Process Owner Document Controller



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DIT QUALITY PROCEDURE MONITORING TOOL ON SOFT COPIES

Division/Section/Unit : _____

Date : _____
(Month, Date, Year)

Instruction: Please put a check (/) mark corresponding to each indicator under the **YES/NO** column if the indicator is complied with or not. Indicate in the **REMARKS** column any reason for non-compliance.

INDICATORS	COMPLIED		REMARKS
	YES	NO	
A. Computer Desktops			
✓ The following Folders are found in the computer/laptop screens/monitors of all the staff in the office:			<i>(You may write here in the Remarks column the name/s only of the staff who have/has not complied yet).</i>
• Functional Division/Unit/Section Files			
• DepEd Issuances			
• Procurement Files			
• ISO Related Files			
• 201 Files			
• RMEA Files			
• Communication Files			
• User-Defined Files			
✓ 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.			



<ul style="list-style-type: none"> ✓ Inside each folder contains the specific files using the following 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. <i>Sample File Name:</i> RM-DITMeeting-PPRD-07142020-ICC 			
<ul style="list-style-type: none"> ✓ Prescribed DepEd wallpaper background is used. 			
<ul style="list-style-type: none"> ✓ Computer/Laptop screens show the eight suggested folders only excluding the Recycle Bin. Other temporary files may be seen on screen for working purposes but filed in the respective folders at the end of the day. 			
<ul style="list-style-type: none"> ✓ The screen/monitor folders may be hidden but when shown on the desktop, only the eight suggested folders can be seen at the end of the day. 			
<p>B. Document Classification</p>			
<ul style="list-style-type: none"> ✓ Soft copy of the Operations Manual is kept only by the Process Owner's focal or authorized person on OM. 			
<ul style="list-style-type: none"> ✓ The folder where this OM is kept is marked "Restricted" and is inaccessible by others. 			
<ul style="list-style-type: none"> ✓ The soft copy of the latest version of the OM kept in the office is labeled or watermarked "Draft". 			
<p>C. Control of Soft Copies of Documented Information</p>			
<ul style="list-style-type: none"> ✓ No old documents (already revised with DRAF) are kept in the files. 			
<ul style="list-style-type: none"> ✓ Files of old templates previously used by the office have all been deleted. 			
<ul style="list-style-type: none"> ✓ Only new templates are found in the files. 			
<ul style="list-style-type: none"> ✓ Copy of the latest version of OM has been forwarded/submitted to the DIT Document Controller. 			

<ul style="list-style-type: none"> ✓ Old files/documents of the office using the old versions/templates have been watermarked "Old version". 			
D. Use of New Version of Regional Office VIII Hymn Videoclip and Slide Decks			
<ul style="list-style-type: none"> ✓ The video clip of the RO VIII Hymn does not anymore contain the AJA Certification Mark. 			
<ul style="list-style-type: none"> ✓ Only the prescribed slide decks in PowerPoint presentations are used in the office. 			
<ul style="list-style-type: none"> ✓ No AJA Certification Mark is found in the slide decks used by the office. 			
E. Use of E-signatures			
<ul style="list-style-type: none"> ✓ E-signature is already used in the office. 			
<ul style="list-style-type: none"> ✓ Only the authorized personnel have the e-signature. 			

Other Observations/Comments/Suggestions/Agreements and Recommendations:

Monitored by:	Acknowledged by:
DIT Representative/s:	Division/Section/Unit Personnel:
_____	_____
Signature over Printed Name	Signature over Printed Name
_____	_____
Signature over Printed Name	Signature over Printed Name

Department of Education Regional Office VIII (Eastern Visayas)

Signature over Printed Name	