



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

June 16, 2021


**OFFICE MEMORANDUM**

No. **000261**s. 2021

To: Regional Office Division Chiefs  
Documented Information Team (DIT)  
All Others Concerned

**SECOND QUARTER DOCUMENTED INFORMATION TEAM (DIT) MEETING**

1. The Documented Information Team (DIT) will be holding its Second Quarter Meeting on June 29, 2021 at the RELC-NEAP Training Hall 1, DepEd RO8 Complex, Government Center, Candahug, Palo, Leyte.
2. The Agenda of the said meeting are as follows:
  - a. Revisiting of the DIT Quality Procedures;
  - b. Revisiting of the existing DIT Policies and Guidelines on documentations;
  - c. Reorganizing Committees for the Mid-Year Monitoring and Evaluation of Compliance of DIT Standards and Guidelines within the months of June and July 2021;
  - d. Other matters.
3. The participants to this meeting are the DI Team Leader, Deputy Team Leader, and Members.
4. Since this Office is still in a Skeletal Workforce schedule, those who are present during the schedule date shall attend the meeting personally at the venue while those who are on a Work-from-Home shall attend virtually via Google Meet. All participants are reminded to observe the usual IATF safety protocols at all times while attending physically in the meeting.
5. Expenses incurred relative to the conduct of this activity such as one lunch and two snacks and venue rental shall be charged against RO-PPRD fund subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

DIT-ICC

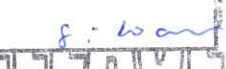


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DEPARTMENT OF EDUCATION  
RECORDS SECTION, REGIONAL OFFICE VIII

**RELEASED**

By:  Date: 6/18/2021

