



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

June 25, 2021

OFFICE MEMORANDUM

No. (000279) 021

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

**2021 SECOND QUARTER WORKPLACE IMPROVEMENT ASSESSMENT AND
EVALUATION**

1. The Workplace Improvement Team shall conduct the Second Quarter Workplace Improvement Assessment and Evaluation on July 8-9, 2021 as follows:

July 8, 2021

FD
ICTU
HRDD
Common CRs
Areas Outside Front Fence
Front Area Along the Flag Poles
BAC Office
FTAD
OARD
Cash Section
QAD
AD
PS
AMS
GSU
RS
Surroundings of every office

July 9, 2021

PPRD
ORD
Legal Unit
ESSD
SHS
CLMD
LRMS
PAU
Honesto
Guard House
Main Building Lobby
Surroundings of every office



2. Each Sub-Team shall conduct a Post Evaluation Meeting with the Division Chief/Section/Unit Head of the assessed/evaluated/office.
3. Moreover, each Sub-Team shall submit the following reports to the WIT Secretariat within 5 working days after the conduct of the Workplace Improvement Assessment.
 - Attendance of the Post Assessment Meeting
 - Quarterly Monitoring of WIT Assessment Findings
 - Summary Report on the Assessment Conducted
4. Everyone is reminded to observe health protocols during the conduct of the assessment (wearing of mask, face shield, hand washing, social distancing).
5. For information and guidance.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-MDS

