



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

June 29, 2021

OFFICE MEMORANDUM

No. **000302**s. 2021

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

To: Regional Division Office Chiefs
Section/Unit Heads
Performance Management Team (PMT)
All Others Concerned

1. As part of the mechanisms in sustaining the compliance with documentation standards in DepEd Regional Office VIII, this Office, through the Documented Information Team (DIT), shall conduct the Mid-Year Monitoring of Compliance of the Regional Division Offices with the DIT Documentation Standards within the month July 2021.
2. The objective of this bi-annual monitoring activity is to ensure that all DIT guidelines and standards on soft and hard copy documentations are properly complied with by all the Regional Division Offices.
3. Relative to this, the following composition of the DIT Monitors, together with the designated Process Owner Document Controllers (DCs), and their assigned Regional Division Offices, is hereby organized:

Monitoring Team No.	Team Composition with each Office's Designated DCs	Assigned Regional Division Office/s
1	Alma E. Suyom Wedlyn P. Abalorio Fernando A. Santos (QAD DC) Josephine L. Tairros (CS DC)	Quality Assurance Division and Cash Section
2	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 Development Division
3	Ariem V. Cinco Primitiva B. Boco	Education Support Services Division and HNU



	Teresita G. Suarez (ESSD DC) Adara Lourdes L. Luaton (HNU DC)	
4	Romar C. Dianito Leo M. Dizon Marcelina L. Villamor (PPRD DC)	Policy, Planning, and Research Division
5	Chona O. Zabala Nerio Clenton R. Areglado Hydelyn N. Cinco (CLMD DC)	Curriculum and Learning Management Division and Records Section
6	Rowena P. Vacal Amenia A. Aspa Jim Albert P. Lagado Robert B. Ecot (FD DC) Remedios L. Aleiandro (PS DC)	Finance Division, Admin Division (Personnel Service Unit and Payroll Section)
7	John E. Dacatimbang Hidelyn Cinco Gerard Christopher A. Villegas Milgrace A. Gaddi (AMS DC)	Admin Division (General Services Unit, Asset Management Section)
8	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)
9	Jimmy G. Gula Peejay Amadore Jill M. Tormis (LU DC) Marcelo P. Sacay (OARD DC)	ORD proper, Legal Unit, and OARD

4. 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.

5. 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 July 31, 2021. The Monitoring Tool and Monitoring Report templates are attached in Regional Memo No. 524, s. 2020, for reference.

6. The conduct of the Monitoring shall be done during the scheduled Skeletal Workforce of the concerned Monitors observing the usual IATF protocols.

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

DIT-ICC



for 
MA. GEMMA MERCADO LEDESMA
 Regional director