



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

October 8, 2021

OFFICE MEMORANDUM

No. 000514 s. 2021

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

DOCUMENTED INFORMATION TEAM (DIT) VIRTUAL QUARTERLY MEETING

1. The Documented Information Team (DIT) shall be conducting its virtual Quarterly Meeting on October 14, 2021 through a link to be shared a day before the meeting.
2. The agenda of the Meeting are as follows:
 - a. Review the DIT guidelines and processes adopting the new normal;
 - b. Discuss issues and concerns relative to the DIT guidelines' implementation in Regional Offices;
 - c. Restructuring of assignments and functions of DIT Members and Division/Unit/Section Document Controllers;
 - d. Other Matters.
3. The participants to this meeting are the DIT Team Leaders and Members.
4. Expenses incurred relative to the conduct of this activity such as one lunch and two snacks shall be charged against the RO-PPRD fund subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

DIT-ICC

