



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

November 2, 2021

OFFICE MEMORANDUM
 No. **000566**s. 2021

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

PARTICIPANTS TO THE VIRTUAL WORKSHOP ON THE PREPARATION AND SUBMISSION OF THE 2022 BUDGET EXECUTION DOCUMENT PHYSICAL PLAN (BED2)

1. This Office, through the Policy, Planning, & Research Division (PPRD) shall conduct a virtual Workshop on the preparation and submission of the Budget Execution Document Physical Plan (BED2) on November 3, 2021. In this connection and in the exigency of service, all the identified personnel below are required to report to office to participate in the workshop.

Regional Office Division	Participants	No. of Pax
Office of the Regional Director	RD and ARD	2
Administrative Division	Chief and HRMO	2
Curriculum & Learning Mgmt Division	Chief and 3 EPS (ALS, IPEd, SPED)	4
Education Support Services Division	Chief, Engr, MO, ND	4
Field Technical Assistance Division	Chief/EPS	1
Finance Division	Chief and BO	2
Human Resource Development Division	Chief, EPS, and SEPS	3
Quality Assurance Division	Chief, and 2 EPS (BAR)	3
Policy, Planning, & Research Division	Chief, EPS, SEPS, PO, EPS2, 3 staff	8
		29

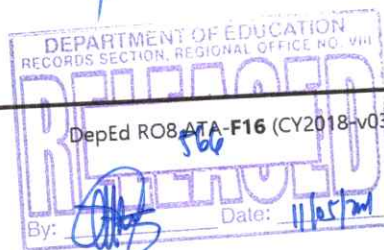
2. All those reporting to Office must strictly follow the IATF COVID-19 Health and Safety Protocols such as maintaining social distancing, frequent handwashing, wearing of facemasks and face shields, and staying in their respective offices.

3. Any employee who fails to report on the said dates shall file Form 6 (Application for Leave) as the case may be. However, the employees who are under quarantine status and those who manifest COVID-19 symptoms are exempted to report on the said dates of activities.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

Evelyn R. Fetalvero
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 Regional Director

PPRD-RRD



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