



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

November 12, 2021

**OFFICE MEMORANDUM**

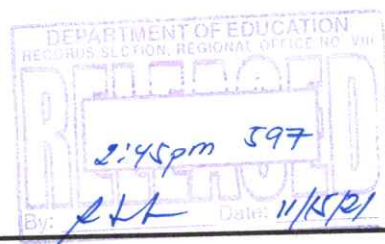
No. **000597** s. 2021

To: Schools Division Superintendents  
Calbayog City Division  
Leyte Division  
Samar Division  
All Others Concerned

**REQUEST FOR SUBMISSION OF MASTERLIST OF TEACHING AND NON-TEACHING PERSONNEL, MASTERLIST OF LEARNERS, AND CLASS SCHEDULES IN THE 10 PUBLIC SCHOOLS IN REGION VIII PRIOR TO THE PILOT IMPLEMENTATION OF THE FACE-TO-FACE CLASSES**

1. In response to the Memorandum, dated November 10, 2021 re: **Request for Submission of Masterlist of Teaching and Non-Teaching Personnel, Masterlist of Learners, and Class Schedules in the 100 Public Schools Prior to the Pilot Implementation of the Face-to-Face Classes**, this Office, through the Policy, Planning and Research Division (PPRD), requires all the concerned Schools Division Offices (SDOs) to submit the above-mentioned data not later than **November 12, 2021 at 12:00 midnight**. The deadline of submission of the said report to DepEd Central Office is on or before November 13, 2021.
2. The Schools Division Superintendents shall ensure the 100% submission of the data using the templates which shall be shared through the *"Group Chat of DepED-RO8 Pilot Implementation of Limited F2F Classes."*
3. The expected data to be submitted shall include the following:
  - 3.1 Masterlist of all teaching and non-teaching personnel who will participate in the pilot face-to-face classes (Template A);
  - 3.2 Masterlist of learners that will join the pilot face-to-face classes (Template B); and
  - 3.3 Schedule of classes organized in the participating schools (Template C).
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

PPRD-RRD



  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director



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**ISO 9001:2015 Certified**

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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY

**MEMORANDUM**

TO : **ALL CONCERNED REGIONAL DIRECTORS**  
**(REGIONS I, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, XIII)**

FROM :   
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary*  
Field Operations, *Palarong Pambansa* Secretariat, and DEACO

  
**MALCOLM S. GARMA**  
*Assistant Secretary*  
National Academy of Sports and Field Operations

SUBJECT : **REQUEST FOR SUBMISSION OF MASTERLIST OF TEACHING AND NON-TEACHING PERSONNEL, MASTERLIST OF LEARNERS, AND CLASS SCHEDULES IN THE 100 PUBLIC SCHOOLS PRIOR TO THE PILOT IMPLEMENTATION OF THE FACE-TO-FACE CLASSES**

DATE : November 10, 2021

In view of the upcoming pilot implementation of face-to-face classes on November 15, 2021, the Offices of the above-signed officials respectfully request all Regional Directors to submit the following information:

1. Masterlist of all teaching and non-teaching personnel who will participate in the pilot face-to-face classes (Template A);
2. Masterlist of learners that will join the pilot face-to-face classes (Template B); and
3. Schedule of classes organized in the participating schools (Template C).

Likewise, all regional offices are requested to fill out the attached templates, further guidelines are provided therein.

The aforementioned reports must be submitted **on or before November 13, 2021 (Saturday)**, through the Regional Operations Secretariat at [usec.regops@deped.gov.ph](mailto:usec.regops@deped.gov.ph). **Submissions should be consolidated at the regional-level, verified, and signed by the Regional Director.**

AJA/11102021/NASPO 2021 100

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Tel. No: (02) 631 84 92 Fax No: (02) 633 53 13  
Email: [usec.regops@deped.gov.ph](mailto:usec.regops@deped.gov.ph)

For queries, please contact Ms. Manuela Laine S. Dayawon at [manuela.dayawon@deped.gov.ph](mailto:manuela.dayawon@deped.gov.ph) or Ms. Bea Franchezka E. Yumang at [bea.yumang@deped.gov.ph](mailto:bea.yumang@deped.gov.ph).

For your appropriate action.

Thank you very much.

WPS Office