



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

January 14, 2022

OFFICE MEMORANDUM

No. **000023**s. 2022

To: All Regional Office Personnel

ACCOMPLISHMENT OF DAILY LOGSHEET BY FUNCTIONAL DIVISION/UNIT/SECTION

1. To prevent and/or mitigate the spread of emerging infectious diseases, the accomplishment of the daily logsheet by the Regional Office employees shall be by functional division/unit/section effective **January 17, 2022** until rescinded.
2. The Chiefs of the Functional Divisions, Unit and Section Heads shall certify as to the correctness of entries in the logsheet.
3. The accomplished logsheet by division/unit/section shall be attached to the Daily Time Record in instances where there is error in the print-out and/or failure of the biometrics.
4. For information and strict compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director

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