



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

April 7, 2022

REGIONAL MEMORANDUM

No. **336**, s. 2022

CONDUCT OF REGIONAL MANAGEMENT COMMITTEE MEETING

To: Office of the Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Office Chiefs, Unit, and Section Heads
SGOD and CID Chiefs
All Others Concerned

1. To ensure prompt, adequate, and responsive technical assistance to Schools Division Offices, District Offices, and schools and provide up-to-date information on the currents relative to basic education, this Office shall conduct a Face-to-face Regular Regional Management Committee Meeting every 3rd week of the month.
2. Relative thereto, each SDO shall be assigned to host the said activity and facilitate the school visits which shall be conducted before the actual day of the Management Committee meeting. Below is the schedule of hosting of the SDOs:

Host Division	Schedule
Ormoc City	April 21-22, 2022
Borongan City	May 2022
Maasin City	June 2022
Northern Samar	July 2022
Tacloban City	August 2022
Eastern Samar	September 2022
Calbayog City	October 2022
Biliran	November 2022
Leyte	December 2022
Baybay City	January 2023
Catbalogan City	February 2023
Southern Leyte	March 2023
Samar	April 2023



3. The participants to the said activity are the following:

Regional Office	Regional Director Assistant Regional Director 1 ORD staff 8 Regional Office FD Chiefs 3 ORD Unit Heads 1 CLMD Supervisor (Dr. Ryan R. Tiu) 3 Drivers
SUBTOTAL	18
Schools Division Office	13 SDSs 14 ASDSs 26 SGOD and CID Chiefs 13 Drivers
SUBTOTAL	66
TOTAL NO. OF PAX	84

4. A registration fee of Three Thousand Pesos (Php 3,000.00) shall be collected from each participant to cover expenses for food and accommodation which shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Travel expenses shall also be charged against local funds.

5. The host division shall take charge of the procurement, prepare the venue, organize program of activities, and prepare the list of schools to be visited by the Mancom.

6. The Office will also launch Project GIYA Teachers (Guides for Instructional Yields of Archetype Teachers) on April 21, 2022 during the hosting of Ormoc City Division. In line with this, the Mancom members will also conduct classroom visits in schools to be identified by the host division to provide direct technical assistance to the teachers on classroom instruction.

7. In keeping school and classroom visits as simple as possible, the following are strictly prohibited:

- printing of tarpaulins and streamers announcing the visits;
- printing of colorful and costly programmes and invitations;
- giving of leis, gifts or tokens to officials or monitors or guests, and
- lavish caterings to feed visitors.

Water, juice or coffee are instead recommended for official visits. This is to observe austerity measures and the Department's policy of simple and frugal undertakings.

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


EVELYN R. FETALVERO, CESO IV

Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII

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By:  Date: 9/8/22