



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

May 23, 2022

OFFICE MEMORANDUM

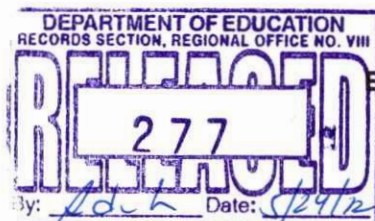
No. **277**, s. 2022

To: Assistant Regional Director
Regional Office Division Chiefs
Unit and Section Heads
All Others Concerned

**ENCODING/UPDATING OF CALENDAR OF ACTIVITIES OF THE REGIONAL OFFICE
FOR THE THIRD QUARTER OF FISCAL YEAR 2022**

1. This Office, through the Policy, Planning, and Research Division (PPRD), enjoins all Regional Office Functional Divisions on the quarterly online encoding/updating of the Calendar of Activities for Third Quarter of the Fiscal Year 2022 on or before June 15, 2022, through the link: <https://bit.ly/2022PAPs>.
2. To mitigate scheduling conflicts, the Chiefs, Unit, and Section Heads are directed to indicate below the activity title (in parentheses) the expected participants of their activities and update and align the schedules of activities in the Regional Office Website Calendar of Activities. All programs, activities, and projects, including meetings and onsite and field activities shall be reflected in the Calendar of Activities.
3. Attached are given examples of activities with expected participants, for reference/as guide.
4. Immediate dissemination of and compliance with this Memorandum are desired.

PPRD-TCPJ



[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director *[Initials]*



Enclosure to OM No. **277**, 2022

EXAMPLES OF ACTIVITIES WITH EXPECTED PARTICIPANTS

RO FDs	May 16-20, 2022 (Week 3)					Remarks
	16	17	18	19	20	
1. ADMIN						
2. CLMD						
3. ESSD						
4. FINANCE						
5. FTAD						
6. HRDD						
7. PPRD	Workshop on the Terminal Review of RBEP (RO: Chiefs, SAO, Select EPSs, Unit & Section Heads)					
8. QAD						

RO FDs	May 16-20, 2022 (Week 4)					Remarks
	23	24	25	26	27	
1. ADMIN						
2. CLMD						
3. ESSD						
4. FINANCE						
5. FTAD						
6. HRDD						
7. PPRD	Seminar Workshop on Research Publication (RO: RRC Members, PPRD Staff; SDOs: SEPSs-PR, EVBERC Champions/Researchers)					
8. QAD						

RO FDs	June 13-17, 2022 (Week 3)					Remarks
	13	14	15	16	17	
1. ADMIN						
2. CLMD						
3. ESSD						
4. FINANCE						
5. FTAD						
6. HRDD						
7. PPRD	Capacity Building and Training on PMIS (RO: PO III, BO IV, Supply Officer, BAC Secretariat, PMIS in-charge, PPRD staff; SDOs: PO III, BO IV, Supply Officer, SEPS-ME, BAC Secretariat)					
8. QAD						