



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

July 22, 2022

OFFICE MEMORANDUM

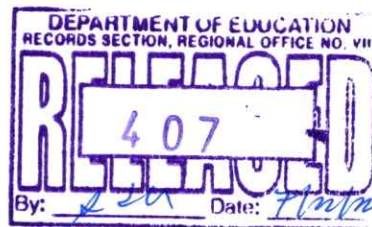
No. **407**, s. 2022

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

**SUBMISSION OF LETTER OF EXPLANATION BY THE REGIONAL FIELD
TECHNICAL ASSISTANCE COMPOSITE TEAMS (RFACTs)**

1. In view of the desire to sustain the provision of Technical Assistance (TA) in the Region to the Schools Divisions, inclusion of the RFACTs' Deployment in the IPCRF was implemented, hence, this Office, through the Field Technical Assistance Division (FTAD), hereby calls for submission of Letter of Explanation by the Regional Field Technical Assistance Composite Teams (RFACTs) who failed to attend in the RFACT Deployment due to a valid reason.
2. The approved Letter of Explanation shall be submitted to FTAD not later than five (5) days after the deployment.
3. Attached is the Letter of Explanation Template for RFACTs for your reference.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director



FTAD- GMM





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Department of Education
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LETTER OF EXPLANATION TEMPLATE FOR RFTACTs

Date: _____

EVELYN R. FETALVERO, CESO IV

Regional Director
DepEd Regional Office No. 8
Government Center, Candahug,
Palo, Leyte

Ma'am:

I respectfully write to inform you that I failed to participate in the deployment of RFTACT scheduled on _____ for _____ in which I was a Member/Team Leader.

Reason/s: _____

Very truly yours,

RFTACT Member/Team Leader

Action Taken:

Approved

Disapproved

EVELYN R. FETALVERO, CESO IV

Regional Director

