



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

October 14, 2022

REGIONAL MEMORANDUM

No. **1174**, s. 2022

**LAYOUT DESIGN, EDITING, AND PROOFREADING TEAMS OF THE 2023-2028
 REGIONAL EDUCATION DEVELOPMENT PLAN (REDP) MANUSCRIPT**

To: Assistant Regional Director
 Schools Division Superintendents
 (Leyte, Ormoc City, Tacloban City)
 Chief of Policy, Planning, and Research Division
 Chief of Curriculum and Learning Management Division
 Chief of Administrative Division
 All Others Concerned

1. This Office, through the Regional Planning Team and Policy, Planning, and Research Division (PPRD), informs the following concerned personnel who shall be involved as members of the Layout Design, Editing, and Proofreading Teams of the 2023-2028 Regional Education Development Plan (REDP) manuscript:

Teams	Resource Persons	Office/Division
Layout Design	Team Leader: Mr. Mark Lito B. Gallano Members: Mr. Junrell R. Lora Ms. Floramay Q. Bacus Mr. Nerio Clenton R. Areglado	PPRD Ormoc City Public Affairs Unit Administrative Division
Editing and Proofreading	Team Leader: Mr. Dean Ric M. Endriano Members: Mr. Ronald R. Cabigon Dr. Ramil R. Magdua Ms. Ma. Alith R. Gomez Ms. Eileen R. Cinco Mr. Bernie Jude R. Lamograr	Curr. & Learning Mgmt. Div. Leyte Division Tacloban City Tacloban City Tacloban City Tacloban City

2. All activities shall be done remotely and online. The team leaders shall coordinate with the resource persons regarding the tasking. The layout designers shall prepare the page composition of the manuscript, determine the layout for printed pages, ensure that page text and images are balanced, and create a natural flow for the reader to follow. Meanwhile, the editors and proofreaders shall correct issues at the core of writing like sentence construction



and language clarity, look for misspellings, incorrect/missed punctuation, inconsistencies (textual and numerical), etc., and improve the readability, clarity, and tone of the texts.

3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: None

Reference: DO 24, s. 2022; OM 564, s. 2022

To be indicated in the Perpetual Index under the following subjects:

EDITING

LAYOUT

PROFREADING

REDP

PPRD-TCPJ

