



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

February 3, 2023

**OFFICE MEMORANDUM**

No. **129**, s. 2023

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

**CODING OF THE COMMONLY USED FORMS AND TEMPLATES  
OF DEPED REGIONAL OFFICE VIII**

1. Pursuant to the provision on and standards of the Documented Information in the Procedure and Work Instructions Manual (PAWIM), this Office, through the Knowledge Management Team, hereby informs those concerned of their assigned forms and templates. (See Attached.)
2. The assigned Offices are advised to strictly adhere to existing standards stipulated in the PAWIM and DO 009, s. 2021, Institutionalization of the Quality Management System (QMS) on Forms and Templates.
3. Effectivity on the use of these forms shall be upon approval of the top management. Effectivity shall be announced in a separate memorandum.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
EVELYN R. FETALVERO, CESO IV  
Regional Director



FTAD-GMM



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ISO 9001:2015 Certified

DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 2



Attachment to Office Memorandum No. 129 s. 2023

<b>DOCUMENT TITLE</b>	<b>DOCUMENT OWNER</b>
Activity Completion Report	HRDD
Attendance Sheet (3-Whole Day, A.M., P.M.)	HRDD
Certificate of Appearance for Activities	HRDD
Certificate of Appearance for Office Visitors	AD
Certificate of Appreciation	HRDD
Certificate of Participation (1-2 days)	HRDD
Certificate of Participation (3 days or more)	HRDD
Certificate of Recognition	HRDD
CERTIFICATION	AD
Indorsement	ORD
Office Memorandum	ORD
Regional Memorandum	ORD
Office Order	ORD
Regional Advisory	ORD
Special Order	ORD
Minutes of Meeting	ORD
Notice of Meeting	ORD
Post Travel Report	HRDD
Document Transmittal Form (Single Division)	AD
Document Transmittal Form (Multiple Division)	AD