



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

March 31, 2023

OFFICE MEMORANDUM

FTAD-2023- **193**

EFFECTIVITY OF THE USE OF THE "APPLICABLE TO ALL" FORMS AND TEMPLATES

To: Director III
 Functional Division Chiefs
 All Others Concerned

1. In conformance with the provisions and standards stipulated in the Documented Information Management and Knowledge Management Procedures, this Office, through the Knowledge Management Team (KMT), hereby releases the official "Applicable to All" Forms and Templates. (see attached list of forms and templates).
2. Effectivity of the use of these forms and templates will be on April 3, 2023.
3. In line with this, all KMT members are directed to provide the forms/templates soft copies, which are stored in the KMT Google Drive, to their respective divisions/units and ensure strict compliance on the use of the forms and templates in their respective division/section/unit. Should there be a need to update or revise any of these materials provided, the regional division or section/unit offices or its personnel may course their feedback through the Lead KMT via email at kmt.region8@deped.gov.ph.
4. Immediate dissemination of and compliance to this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: List of "Applicable to All" Forms and Templates

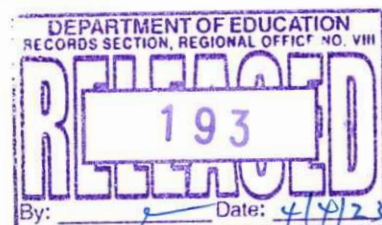
References: None

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

Knowledge Management

Forms and Templates

FTAD-MDS



Address: Government Center, Candahug, Palo, Leyte
 Telephone Nos.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: <https://region8.deped.gov.ph>

Attachment to Office Memorandum No. **193**, s. 2023**List of "Applicable to All" Forms and Templates**

DOCUMENT TITLE	DOCUMENT OWNER	CODE
Regional Memorandum	ORD	REGIONAL MEMORANDUM No. 000 s. YYYY
Regional Memorandum (Limited Circulation)	ORD	REGIONAL MEMORANDUM AAA-YYYY-000
Regional Advisory	ORD	Advisory No. 00, s. YYYY
Office Memorandum	ORD	OFFICE MEMORANDUM AAA-YYYY-000
Office Order	ORD	OFFICE ORDER AAA-YYYY-000
Indorsement	ORD	RO-ORD-F022
Notice of Meeting	ORD	RO-ORD-F023
Minutes of Meeting	ORD	RO-ORD-F024
Communication Letter	ORD	RO-ORD-F025
Certificate of Appearance (for Office Visitors)	AD	RO-AD-F020
Certification (for various purposes)	AD	RO-AD-F024
Document Transmittal Form	AD	RO-AD-F149
Activity Documentation Report	HRDD	RO-HRDD-F008
Certificate of Participation (3 days or more)	HRDD	RO-HRDD-F009
Certificate of Appearance for Activities	HRDD	RO-HRDD-F014
Certificate of Appreciation	HRDD	RO-HRDD-F015
Certificate of Participation (1-2 days or more)	HRDD	RO-HRDD-F016
Post Travel Report	HRDD	RO-HRDD-F017
Certificate of Recognition	HRDD	RO-HRDD-F018
Certificate of Completion	HRDD	RO-HRDD-F019
Attendance Sheet	HRDD	RO-HRDD-F020

