



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

June 19, 2023

OFFICE MEMORANDUM
 FTAD-2023- **361**

**REGULATIONS ON THE BORROWING OF OPERATIONS MANUAL AND
 PLANNING DOCUMENTS**

To: Director III
 Functional Division Chiefs
 All Others Concerned

1. To enforce control over documented information, this Office, through the Knowledge Management Team (KMT), hereby announces the following control mechanisms on the borrowing of hard copy of the Operations Manual (OM) and Planning Documents:

- a) Only the Quality Management Review (QMR), Internal Quality Audit Team (IQAT), and the Process Owner are allowed to borrow the OM and Planning Documents;
- b) The borrower should sign the Borrowers' Logbook kept by the KMT before taking any of the above-mentioned documents;
- c) In the event that any of the borrowed documents are lost, the borrower will be held liable and be responsible in the replacement of the lost documents; and
- d) The reproduction shall be made only upon approval of the OM owner and the KMT Lead.

2. Immediate dissemination of and compliance with the Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director *EF*

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