



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

June 19, 2023

OFFICE MEMORANDUM
 FTAD-2023- 362

IMPLEMENTATION OF A DOCUMENT TRACKING SYSTEM

To: Director III
 Functional Division Chiefs
 All Others Concerned

1. In conformance with National Quality Management System (NQMS) standards stipulated in the Procedures and Work Instructions Manual (PAWIM), all DepEd Regional Office VIII issuances such as: Regional Memoranda and Office Memoranda shall be tracked through Project GREAT (Governance Records Enforcement Action Tracking), a document tracking system.
2. The Regional Records Section, through the Records Officer shall be responsible in managing and maintaining the said system.
3. For the information and guidance of those concerned.


EVELYN R. FETALVERO, CESO IV
 Regional Director

FTAD-MDS

