



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

June 19, 2023

**OFFICE MEMORANDUM**

FTAD-2023- **366**

**ENSURING COMPLIANCE TO DOCUMENTED INFORMATION STANDARDS**

To: Director III  
 Functional Division Chiefs  
 All Others Concerned

1. To ensure strict compliance of Documented Information Standards, all Knowledge Management Team (KMT) members per Functional Division are hereby directed to double check all documents as to the correctness of the template, format, header and footer, reference code, and signatures prior to release.
2. For the creation and revision of document, the Document Review and Approval Form (DRAF) must be properly accomplished by the proponent, reviewed by the Quality Management Representative (QMR), and approved by the Regional Director.
3. The draft of the new/revised document shall be attached to the DRAF.
4. All Functional Division Chiefs shall regularly monitor compliance of this Memorandum.
5. Immediate dissemination of and compliance with this Memorandum are desired.

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

FTAD-MDS

