



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

September 22, 2023

OFFICE MEMORANDUM
 FTAD-2023- **601**

**ORIENTATION ON THE DOCUMENTED INFORMATION
 ASSESSMENT TOOL**

To: Director III
 Functional Division Chiefs
 All Others Concerned

1. This Office, through the Knowledge Management Team shall conduct an orientation on the Documented Information Assessment Tool per functional division/section/unit on the following schedules:

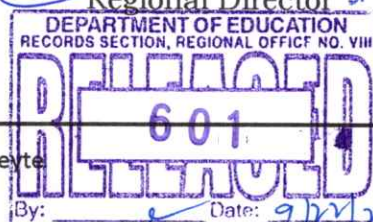
TIME	OCT. 9, 2023	OCT. 10, 2023	OCT. 11, 2023	OCT. 16, 2023
9:00 - 10:00 AM	AD, PS & RS	Legal Unit	School Health Section	QAD
10:00 - 11:00 AM	GSU & AMS	PAU	ESSD	
11:00 AM - 12:00 PM	Procurement Section & Cash Section	ICTU		
1:30 - 2:30 PM	FD	OARD		
2:30 - 3:30 PM	HRDD	ORD		
3:30 - 4:30 PM	PPRD	CLMD & LR		

2. Orientation shall be held within the respective office; those with partner office(s) shall be in the office with bigger/wider space.

3. Division Chiefs/Section/Unit Heads are advised to ensure participation of all employees of their office except for those with approved Travel Authority or Leave of Absence.

4. Immediate dissemination of and compliance with this Memorandum are desired

fr
EVELYN R. FETALVERO, CESO IV
 Regional Director



FTAD-MDS



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

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