



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

October 31, 2023

**OFFICE MEMORANDUM**

FTAD-2023- **668**

**ASSESSMENT ON THE DOCUMENTED INFORMATION MANAGEMENT**

To: Assistant Regional Director  
 Regional Office Division Chiefs  
 Section/Unit Heads  
 Chairperson of Knowledge Management Team  
 All Others Concerned

1. This Office through the Knowledge Management Team shall conduct the Assessment on Documented Information Management per functional division/section/unit on **December 5, 2023** with the following time schedules:

TIME	SUB TEAMS TO ASSESS AND OFFICE TO BE ASSESSED				
	Sub Team 1	Sub Team 2	Sub Team 3	Sub Team 4	Sub Team 5
9:00-10:00 AM	PPRD	AD-RS	HRDD	ORD Proper	CLMD
10:00-11:00 AM	AD-Procurement	AD-PS	ORD-ICTU	OARD	CLMD-LR
1:30-2:30PM	QAD	AD-AMS	Finance	ESSD-PFS	ORD-PAU
2:30-3:30PM	ORD-Legal	AD-GSU	AD-CS	ESSD-SHS	
3:30-4:30				ESSD-SPPS	

2. Compliance of each Office on the utilization of internal and external documents as stipulated in the PAWIM shall be assessed (e.g. Issuances, forms, templates, Operations Manual, Planning Documents, Document Master List, DRAFTs, labels, and others) both hard and soft copies if applicable.

3. The Division Chiefs/Sections/Unit Heads are advised to ensure the availability of documents as of April 3, 2023 to present for perusal.

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

**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