



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

December 7, 2023

OFFICE MEMORANDUM

AD-2023-

758

DOCUMENT EDITING AND PROOFREADING

To: Assistant Regional Director
Regional Chief of Divisions
Section/Unit Heads
All Others Concerned

1. As agreed during the Quality Management Review (QMR) conducted on December 7, 2023, all outgoing documents especially those which are for wide dissemination shall pass through document editing and proofreading effective immediately.
2. Mr. ARIEM V. CINCO, Administrative Officer V (Records Section), shall be responsible in the editing and proofreading, and Ms. JASMIN F. CALZITA, Administrative Officer V shall be the alternate.
3. Please be guided accordingly.


EVELYN R. FETALVERO, CESO IV
Regional Director

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