



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

January 24, 2024

OFFICE MEMORANDUM

FTAD-2024-

57

**UPLOADING OF DOCUMENT MASTER LIST TO THE
KMT GOOGLE DRIVE**

To: Assistant Regional Director
Regional Office Division Chiefs
Section/Unit Heads
KMT Members
All Others Concerned

1. As required for the Stages 1 and 2 Certification Audit, the revised, updated and complete Document Master List (DML), both for the Internal and External Documents of all Functional Divisions shall be uploaded to the KMT Google drive on or before January 29, 2024.
2. All DMLs shall be uploaded by the KMT Lead to the Google Drive of the CO.
3. For your guidance and immediate compliance.

for: Mrs. E
EVELYN R. FETALVERO CESO IV
Regional Director

FTAD-MDS

