

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

November 29, 2024

OFFICE MEMORANDUM

AD-2024- 608

REITERATION ON THE USE OF REQUEST FOR ENTRY

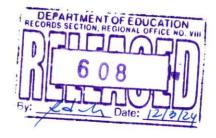
To: Regional Chief of Divisions/Section/Unit Heads All Others Concerned

- 1. To ensure efficiency and for security purposes, it is reiterated that all Regional Office employees entering the DepEd Regional Office VIII premises during weekends and holidays are required submission of approved Request for Entry by the Regional Director or Authorized Representative as recommended by the Division Chief/Unit/Section Head or his/her authorized representative to the Guard on Duty.
- 2. Attached is a copy of the template for reference. Printed copies are also available at the Administrative Division-Personnel Section. Electronic file may also be accessed through the link: https://shorturl.at/3mNRu.
- 3. Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III

Regional Director

AD-PS-EDR









Republic of the Bhilippines
Department of Education
REGIONAL OFFICE VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte

REQUEST FOR ENTRY TO OFFICE PREMISES DURING WEEKENDS/HOLIDAYS

Name :
Date :
Purpose :
Signature of Employee
Signature of Employee Recommending Approval:
Division Chief / Unit/Section Head
Approved Disapproved
Reason :
Regional Director / Authorized Representative

Republic of the Philippines Department of Education REGIONAL OFFICE VIII (EASTERN VISAYAS) Government Center, Candahug, Palo, Leyte

REQUEST FOR ENTRY TO OFFICE PREMISES DURING WEEKENDS/HOLIDAYS

Name :
Date :
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Signature of Employee Recommending Approval:
Division Chief / Unit/Section Head
Reason : Disapproved
Regional Director / Authorized Penrocentative