



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

January 30, 2025

OFFICE MEMORANDUM
HRDD-2025 – **058**

WORKSHOP ON THE REVISION OF OPERATIONS MANUALS AND REVIEW OF PLANNING DOCUMENTS

To: Director III
Regional Functional Division Chiefs
Unit and Section Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), announces the conduct of the Workshop on the Revision of Operations Manuals (OMs) and Review of Planning Documents on June 5-6, 2025 at the Regional Educational Learning Center- National Educators Academy of the Philippines (REL-NEAP), DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The activity is designed to (a) incorporate the comments and suggestions provided in the latest audit and revise the OMs, if necessary, and (b) review the planning documents.
3. The participants in this activity are listed below.

Office/Participants	No. of Participants
Administrative Division	
Chief Education Supervisor	1
- Asset Management Section	2
- Cash Section	2
- Personnel Section	2
- Payroll Services	2
- Records Section	2
- General Services Unit	2
- Procurement	1
Curriculum & Learning Management Division	
OIC – Chief Education Supervisor	1
Education Program Supervisors	7
- Learning Resource Management Section	1
Education Support Services Division	
Chief Education Supervisor	1
- School Health Section	2
- Special Programs & Projects Section	2
- Physical Facilities Section	2
Finance Division	
Chief Administrative Officer	1

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

- Accounting Section	3
- Budget Section	3
Field Technical Division	
Chief Administrative Officer	1
Education Program Supervisors	2
Human Resource Development Division	
Chief Education Supervisor	1
Education Program Supervisors, Specialists, and Other Personnel	7
Dormitory Manager	1
National Educators Academy of the Philippines in the Region (NEAP R)	
NEAP R Head	1
Education Program Specialists and Other Personnel	3
Office of the Assistant Regional Director	
Assistant Regional Director	1
OARD Personnel	1
Office of the Regional Director	
Regional Director	1
- Legal Unit	2
- ICT Unit	2
- Public Affairs Unit	2
- ORD Personnel	2
Policy, Planning & Research Division	
Chief Education Supervisor	1
Education Program Supervisor, Planning Officer, & Specialist	3
Quality Assurance Division	
Chief Education Supervisor	1
Education Program Supervisors	6
Total	75

4. The Activity Matrix shall be provided through a separate issuance.
5. Expenses incurred relative to the conduct of the activity, such as meals, venue rental, and other incidental expenses, shall be charged to Local Funds, subject to the existing accounting and auditing rules and regulations.
6. For inquiries and other concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.

HRDD-DSS



EVELYN R. FETALVERO, CSO III
Regional Director