



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

May 11, 2020

**OFFICE MEMORANDUM**

No. **171**, 5.2020

To: Director III  
Regional Office Division Chiefs  
Unit Heads  
All Others Concerned

**PRESENTATION AND REVIEW OF EMPLOYEES' WORK ACCOMPLISHMENTS**

1. Pursuant to CSC Resolution No. 12, s. 2020 promulgated on March 16, 2020, on Work from Home scheme, this Region has implemented the Alternative Work Arrangement from 4-day work to 2-day work week starting March 23, 2020 through Office Memorandum No. 134 s.2020.
2. Item No.3 of the above mentioned Office Memorandum categorically stated that the Functional Division Chiefs shall be responsible for the validation of the assigned tasks done at home by the employees upon return to office.
3. Corollary to this, a Presentation and Review of the Work Accomplishments of the employees who have availed of the scheme shall be conducted on **May 20, 2020 from 8:30 am to 5:00 pm at the NEAP Conference Hall.**
4. Below is the Program of Activities:
  - A. Preliminaries:
    1. Singing of the Pambansang Awit ng Pilipinas
    2. Prayer
    3. DepED Region VIII Hymn
  - B. Message of the Regional Director
  - C. Rationale of the Presentation
  - D. Presentation Proper
5. The Power Point Presentation of Functional Division Chiefs of Work Accomplishments of Employees will be done in the sequence and time allotment as follows:



<b>Functional Divisions</b>	<b>Number of Minutes</b>
Administrative Division	30
Finance Division	30
Curriculum Learning Management Division	30
Education Support Services Division	30
Human Resource Development Division	25
Policy, Planning and Research Division	25
Quality Assurance Division	25
Field Technical Assistance Division	20
ORD <ul style="list-style-type: none"> <li>- Legal Unit</li> <li>- Public Affairs Unit</li> <li>- ICT Unit</li> </ul>	30

6. To ensure an orderly and smooth conduct of this activity, the following units shall be tasked to perform these responsibilities:

- Public Affairs Unit – to document the proceedings and minutes of the meeting;
- Information and Communication Technology Unit - to take charge of the setting up of necessary gadgets and equipment to be utilized during the activity; and
- Legal Unit - to take the lead in the facilitation of the meeting and serve as the Masters of Ceremonies.

5. Expenses to be incurred in the conduct of the activity shall be charged against local funds, subject to COA usual auditing rules and regulations.

6. The participants are advised to observe precautionary measures such as wearing of facemasks and to maintain physical distancing during their attendance to this meeting.

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

  
**RAMIR B. UYTICO EdD, CESQ IV**  
 Director IV

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