



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

May 18, 2020

OFFICE MEMORANDUM

No. **182**, s. 2020

To: Documented Information Team Leaders and Members
Designated Document Controllers in each Functional Division/Section/Unit
All Others Concerned

DOCUMENTED INFORMATION TEAM (DIT) MEETING

1. In preparation for the final revision of Quality Procedures (QPs), Quality Manual (QM), and Operations Manual (OMs), the Documented Information Team (DIT) shall hold a Meeting on May 26, 2020, 1:00 PM at the RELC-Training Hall.
2. The Agenda of the said meeting are as follows:
 - A. Orientation/Reorientation of Division/Section/Unit Controllers' roles and functions;
 - B. Creation of committees and their functions for the evaluation of QM and OMs;
 - C. Scheduling on the conduct of monitoring of offices' compliance with the DIT guidelines;
 - D. Revision or addendum of DIT existing guidelines, if there's any;
 - E. Final revision of DIT Quality Procedures to Version 0.5; and
 - F. Other matters
3. The participants to this meeting are listed below:

Team Leader	Isidro C. Catubig	PPRD
Deputy	Alma E. Suyom	FD
Members	Mark Lito B. Gallano	PPRD
	Jim Albert A. Lagado	ICT
	John L. Delorino	PPRD
	Jimmy G. Gula	QAD
Division/ Section/Unit Controllers		
	Marianne Fe B. Martinez	Admin - Personnel
	Remedios L. Alejandro	Payroll
	Janice C. Delopere	General Services
	Milgrace A. Gaddi	Asset Management



	Josephine E. Tairros	Cash
	Iris N. Cordeta	Records
	Robert B. Ecot	Finance
	May Ann B. Ladrera	HRDD
	Dalmacio C. Sabio	FTAD
	Marcelina L. Villamor	PPRD
	Fernando A. Santos	QAD
	Teresita G. Suarez	ESSD
	Adara Lourdes S. Luaton	School Health Section
	Leo M. Dizon	ORD
	Floramay Q. Bacus	Public Affairs Unit
	Mikko S. Duero	Information & Comm. Tech.
	Jill M. Tormis	Legal
	Marlyn C. Arinto	CLMD
	Hydelyn T. Navarra	LRMDS

4. All participants to this meeting are reminded to observe social distancing and to wear face masks at all times.
5. Expenses incurred relative to the conduct of this activity shall be charged against Regional Office Fund subject to the usual government accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are directed.


RAMIR B. UYTICO EdD, CESO IV
 Director IV

DIT-ICC