



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

May 21, 2020

**REGIONAL MEMORANDUM**

No. **272**, s. 2020

**VIDEO CONFERENCE WITH THE DIVISION ADMINISTRATIVE SERVICES PERSONNEL**

To: Schools Division Superintendents  
Division Administrative Officers  
All Others Concerned

1. The Administrative Division of this Region shall hold a Video Conference on May 27, 2020 at 9:00 o'clock in the morning.
2. The following subject matters shall be discussed:
  - a. Emergency Roadmap for the Administrative Services;
  - b. Submission of requests, applications, and other communications;
  - c. Documentary requirements to be submitted;
  - d. Submission of Form 7 and other Payroll Concerns;
  - e. Other matters.
3. The participants to this activity are the Division Administrative Officers V, Administrative Officers IV (Personnel, Records, Supply, Cash), Regional Chief Administrative Officer, Supervising Administrative Officer, and the Administrative Officers V (Personnel, Records, Supply, Cash).
4. The concerned participants are advised to coordinate with their Information Technology Officers to assist them in this endeavor.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosure: None

Reference: RM 264, s. 2020; RM 258, s. 2020; RM 245, s. 2020

To be indicated in the Perpetual Index under the following subjects:

ADMINISTRATIVE SERVICES

VIDEO CONFERENCE

AD-PS-EDR

