



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

May 7, 2020

**REGIONAL MEMORANDUM**

No. **258**, s. 2020

**SUBMISSION OF REQUESTS, APPLICATIONS, AND OTHER COMMUNICATIONS  
INTENDED FOR THE REGIONAL OFFICE**

To: Schools Division Superintendents  
Regional Office Personnel  
All Others Concerned

1. To ensure continuous processing of requests, applications, and other communications for appropriate action and/or approval of the Regional Office despite the current health situation due to COVID-19, the Schools Division Offices are hereby advised to submit all communications through the Records Section's email address: **records.region8@deped.gov.ph**, effective immediately.
2. The Schools Division Offices may coordinate with the concerned Functional Division/Focal Person in the Regional Office on the submission of the original copies, if necessary.
3. All documents to be emailed should bear the electronic signatures of the concerned authorities with the stamp RELEASED by the Division Records Section.
4. Attached is a copy of the guidelines on the online submission of documents for reference.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosure: Guidelines on the Online Submission of Documents  
Reference: RM No. 620, s. 2017

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

COMMUNICATIONS

ONLINE SUBMISSION

AD-PS-EDR





Republic of the Philippines  
**Department of Education**  
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**Guidelines on the ONLINE Submission of Reports and other Documents from the  
Division Offices for Actions of the Regional Office**

**RATIONALE:**

The Department of Education Region VIII aims to be a leading institute of world-class services and transactions and a paragon of customer's delight in order to produce self-propelled learners, the main beneficiaries of all its endeavors and interventions.

During the time of crises and other calamitous situations, DepED Region VIII rises to the challenge of making education work in this part of the country through the installation of a process which aims to fast track the transactions between the Division Offices and Regional Office, thereby creating an atmosphere conducive to the efficient and effective delivery of quality services to the customers, the Division Offices, their administrators, teachers, and other external and internal stakeholders. The Records Section of the Administrative Division, as the central unit that directly handles the receipt and release of the documents, is tasked to facilitate the implementation of this scheme, with the support of the other functional Divisions and the ICT unit.

**COVERAGE:**

These guidelines cover all documents needing the action or approval of the Regional Office.

**Documents that are not covered by this Issuance are the following:**

- a. Financial documents;
- b. Payroll Concerns as stipulated in RM 245, s. 2020;
- c. Advisory to Private Lending Institutions dated April 29, 2020; and
- d. Confidential matters and communication as determined by the Schools Division Superintendents.

**PROCEDURES:**

1. The Division Office, through its Record Section or any section identified by the SDS, shall submit the documents for request of action or approval to the Regional Office through the Records Section via the email [records.region8@deped.gov.ph](mailto:records.region8@deped.gov.ph).



2. The unit shall download the documents or transmit them electronically to the Regional Director for routing to the concerned Functional Division. Time Duration: 2 hours after the receipt of the documents.
3. After the action/s has/have been taken by the Functional Divisions, the documents shall be forwarded to the RD for appropriate actions.
4. Finally, the documents shall be endorsed online by the Regional Records Section to the email of the Division Office Records section where the documents emanate.