



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

June 10, 2020

**OFFICE MEMORANDUM**

No. **221**, s. 2020

To: **APPLE T. REYES**  
**All Others Concerned**

**MONITORING OF RO GROUNDS, BUILDING AND OTHER OFFICE FACILITIES**

1. To ensure that various concerns on repair and maintenance of Offices, grounds and facilities are addressed, the General Services Unit (GSU) shall conduct monitoring on a weekly basis effective immediately.

2. In line with this, the hereunder employees are assigned to monitor the following areas:

Name	Assigned Area/Offices
Harley M. Hamoy	ARD, PPRD, FTAD, QAD, CR 1 <sup>st</sup> floor
Nieto E. Yerro	GSU, Personnel, ASM, Records, LRMS
Jojo M. Senecio	Front Fence, COA Office, hand-wash area, Gym
Joseph Z. Tuason	ORD, ESSD, Legal, SHS and gardens
Jose Vicente E. Adre	FD, ICT, HRDD, CLMD, PAU, CR 2 <sup>nd</sup> floor

3. The attached Monitoring Tools shall be used in the monitoring and to be submitted every Friday to Ms. Apple T. Reyes for consolidation and appropriate action.

4. Should there be any schedules for travel of the abovementioned employees, Ms. Reyes and Ms. Tajo shall do the task in their behalf.

4. For your guidance and strict compliance.

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

AD-GSU-ATR





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**RO GROUNDS MAINTENANCE MONITORING TOOL**

Date: \_\_\_\_\_

AREA	PERSON RESPONSIBLE	Status	Action Taken	Status of Maintenance	Date Completed	Certified Completed



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | region8@deped.gov.ph  
**ISO 9001:2015 Certified**





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**BUILDING/FACILITIES MAINTENANCE MONITORING TOOL**

Date: \_\_\_\_\_

Office	Damaged facilities	Status of damage	Action Taken	Status of Repair	Date Completed	Certified Completed (End User)



Government Center, Candahug, Palo, Leyte  
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**UTILITIES MONITORING TOOL**

Date: \_\_\_\_\_

Office	Utilities	Status	Action Taken	Status of Repair	Date Completed	Certified Completed (End User)

