



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

June 17, 2020

REGIONAL MEMORANDUM

No. **312**, s. 2020

WORK SCHEDULES OF SCHOOLS DIVISION OFFICE THIRD LEVEL OFFICIALS

To: Schools Division Superintendents
All Others Concerned

1. For easy coordination and feedback giving, the Schools Division Offices are hereby advised to submit the Weekly Work Schedules of Schools Division Superintendents and Assistant Schools Division Superintendents using the template below:

NAME	POSITION/DESIGNATION	SCHEDULES OF REPORTING TO OFFICE	SCHEDULES OF WORK FROM HOME

2. Submission shall be done every Monday to region8@deped.gov.ph.
3. Immediate compliance with this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO IV
Director IV_x

Enclosures: None

References: None

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

WEEKLY WORK SCHEDULES WORK-FROM-HOME

AD-MDS

