



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

September 30, 2020

OFFICE MEMORANDUM

No. **392** 2020

To: Regional Office Division Chiefs
Section/Unit Heads
Documented Information Team
All Others Concerned

DOCUMENTED INFORMATION TEAM (DIT) MEETING

1. The Documented Information Team (DIT) will hold a Meeting on October 22, 2020 at the RELC-NEAP Training Hall 1, DepEd RO8 Complex, Government Center, Candahug, Palo, Leyte.
2. The agenda of the said meeting are as follows:
 - a. Revisiting of the existing DIT Policies and Guidelines and documentation practices based on ISO Auditor's 2nd Surveillance Audit concerns:
 1. Masterlist of Controlled and Uncontrolled documents
 2. DRAFs, DTDAFs, and DRRFs
 3. Archiving and Disposal of Records
 4. Security of soft copy of DIT documents
 5. Utilization of e-signatures
 6. Others;
 - b. Planning for the improvement of the DIT documentation processes, storage, and disposal;
 - c. Reorganizing Committees and planning out of schedule for the Monitoring and Evaluation of Offices in the implementation and compliance with the issued Guidelines; and
 - d. Other matters.
3. The participants to this meeting are the DI Team Leader, Deputy Team Leader, Members, and DIT Secretariat.
4. All participants are reminded to observe safety protocols at all times such as wearing of facemasks and observing physical distancing especially while attending the meeting.



5. Expenses incurred relative to the conduct of this activity such as one lunch and two snacks and venue rental shall be charged against RO local fund subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


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Director IV

DIT-ICC

