



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

November 16, 2020

OFFICE MEMORANDUM

No. **479**, s. 2020

To: All WIT Members

MEETING OF THE WORKPLACE IMPROVEMENT TEAM

1. The Workplace Improvement Team will have a meeting on November 18, 2020, 2:00 PM at the RELC, NEAP.
2. The objectives of the meeting are:
 - a. Review and evaluate the conduct of the 3rd Quarter Workplace Improvement Assessment and Evaluation;
 - b. Discuss issues and concerns relative to the conduct of Workplace Improvement Assessment;
 - c. Plan for the conduct of the 4th Quarter Workplace Improvement Assessment; and
 - d. Discuss other matters relative to workplace improvement.
3. The rental of the venue shall be charged against Administrative Funds subject to the usual accounting and auditing rules and regulations.
4. For information and guidance.

RAMIR B. UYTICO EdD, CESO IV
Director IV

AD-MDS

