



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

November 23, 2020

**OFFICE MEMORANDUM**

No. **491**, s. 2020

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

**2020 FOURTH QUARTER WORKPLACE IMPROVEMENT EVALUATION AND ASSESSMENT**

1. The Workplace Improvement Team shall conduct the Fourth Quarter Workplace Evaluation and Assessment on November 26-27, 2020 as follows:

**November 26, 2020**

AD  
Records Section  
Personnel-Payroll Section  
Asset Management Section  
General Services Unit  
FD  
ICTU  
HRDD  
Common CRs  
Guard House  
RO Surroundings

**November 27, 2020**

PPRD  
ORD  
Legal Unit.  
ESSD.  
School Health Section.  
Public Affairs Unit  
CLMD  
HONESTO  
BAC  
FTAD  
OARD  
Cash Section  
QAD

2. Each office shall be evaluated and rated as per WIT Assessment Tool; employees who are on Work From Home schedule or on leave are advised to have their table drawers open and accessible for inspection.
3. For information and guidance.

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

Director IV

DEPARTMENT OF EDUCATION  
REGION VIII, EASTERN VISAYAS

**RELEASED**

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