

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

October 7, 2021

OFFICE MEMORANDUM

No. , s.

000508

To: Assistant Regional Director

Division Chiefs Sections/Unit Heads All Others Concerned

2021 THIRD QUARTER WORKPLACE IMPROVEMENT ASSESSMENT AND EVALUATION

1. The Workplace Improvement Team shall conduct the Third Quarter Workplace Improvement Assessment and Evaluation on October 14-15, 2021, as follows:

October 14, 2021

Finance Division

ICT Unit

Human Resource Development Division

Common CRs

Areas Outside Front Fence

Front Area Along the Flag Poles

BAC Office

Field Technical Assistance Division

Office of the ARD Cash Section

Quality Assurance Division

Administrative Division

Personnel Section

Asset Management Section

General Services Unit

Records Section

Surrounding of every office

October 15, 2021

Policy, Planning, and Research Division

Office of the Regional Director

Legal Unit

Education Support Services Division

School Health Section

Curriculum & Learning Mgt. Division

Learning Resource Management Section

Public Affairs Unit

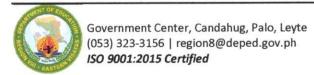
Honesto

Guard House

Main Building Lobby

Surrounding of every office

2. Each Sub-Team shall conduct a Post Evaluation Meeting with the Division Chief/Section/Unit Head of the assessed/evaluated office.



- 3. Moreover, each Sub-Team shall submit the following reports to the WIT Secretariat within 5 working days after the conduct of the Workplace Improvement Assessment.
- 4. Everyone is reminded to observe health protocols during the conduct of the assessment (wearing of face mask and face shield, hand washing, social distancing).
- 5. For information and guidance

EVELYN R. FETALVERO, CESO IV

Regional Director