



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

October 7, 2021

OFFICE MEMORANDUM

No. _____, s. 2021

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

