



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

November 18, 2021


**OFFICE MEMORANDUM**

No. **000610**, s. 2021

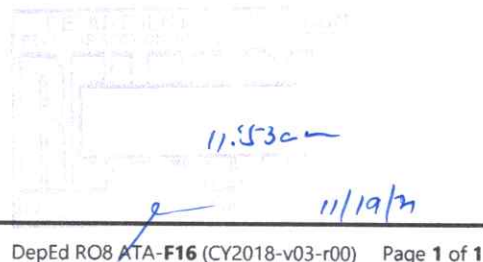
To: Regional Office Division Chiefs  
Section/Unit Heads  
Documented Information Team (DIT)  
All Others Concerned

**DOCUMENTED INFORMATION TEAM (DIT) QUARTERLY MEETING**

1. The Documented Information Team (DIT) shall be conducting its virtual Quarterly Meeting on November 24, 2021 through Google Meet.
2. The Agenda of the meeting are as follows:
  - a. Discuss the implementation status of DIT documentation standards in the Regional Offices;
  - b. Review the DIT Quality Procedures and Processes; and
  - c. Other matters.
3. The participants to this activity are the DIT Team Leaders and Members.
4. Expenses incurred relative to the conduct of this activity such as one meal and two snacks shall be charged to RO-PPRD fund subject to the usual accounting and accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

DIT-ICC



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