



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

November 18, 2021

OFFICE MEMORANDUM

No. _____, s. 2021

000611

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

**YEAR-END MONITORING OF COMPLIANCE WITH DOCUMENTED INFORMATION
TEAM (DIT) DOCUMENTATION STANDARDS**

1. To sustain the compliance of documentation standards in DepEd Regional Office VIII, this Office, through the Documented Information Team (DIT), shall conduct the **Year-End Monitoring of Compliance of the Regional Division Offices with DIT Documentation Standards** within the months of November and December, 2021.
2. The objective of this bi-annual monitoring activity is to ensure that all DIT guidelines and standards on soft and hard copies documentation are properly complied with.
3. The composition of the DIT Monitors, together with the designated Process Owner Document Controllers (DCs), and their assigned Regional Division Offices are as follows:

Monitoring Team	Team Composition with each Office's Designated DCs	Assigned Regional Division Office/s
1.	Alma E. Suyom Wedlyn P. Abalorio Fernando A. Santos (QAD DC) Josephine L. Tajarros (CS DC)	Quality Assurance Division and Cash Section
2.	Isidro C. Catubig Mikko S. Duero May Ann B. Ladrera (HRDD DC) Anna Lyn B. Lim (FTAD DC) Iris N. Cordeta (RS DC)	Field Technical Assistance Division and Human Resource Management Division
3.	Ariem V. Cinco Primitiva B. Boco Teresita G. Suarez (ESSD DC) Adara Lourdes L. Luaton (HNU DC)	Education Support Services Division and HNU



4.	Romar C. Dianito Leo M. Dizon Marcelina L. Villamor (PPRD DC)	Policy, Planning, and Research Division and Records Section
5.	Chona O. Zabala Nerio Clenton R. Areglado Hydelyn N. Cinco (CLMD DC)	Curriculum and Learning Management Division and LRMDS Section
6.	Rowena P. Vacal Jim Albert P. Lagado Robert B. Ecot (FD DC)	Finance Division
7.	Hydelyn N. Cinco Gerard Christopher A. Villegas Milgrace A. Gaddi (AMS DC) Janice C. Delopere (GSU DC)	Admin Division (General Services Unit and Asset Management Section)
8.	Amenia A. Aspa Payjee Amadore Remedios L. Alejandro (PS DC)	Admin Division (Personnel Services Unit and Payroll Section)
9.	Mark Lito B. Gallano Adara Lourdes S. Luaton Floramay A. Bacus (PAU DC) Mikko S. Duero (ICT DC)	ORD (Public Affairs Services Unit and ICT Unit)
10.	Jimmy G. Gula John E. Dacatimbang Jill M. Tormis (LU DC) Marcelo P. Sacay (OARD DC)	ORD proper, Legal Unit, and OARD

11. The designated Document Controllers (DCs) of each Regional Division Office, Section, or Unit shall conduct a pre-assessment in their respective offices and shall assist the Monitors to facilitate the actual monitoring using the same monitoring tools.

12. The Monitoring Teams are required to submit a Monitoring Report with the accomplished Monitoring Tools to the DIT Secretariat care of Mr. Ariem V. Cinco on or before December 21, 2021. The Monitoring Tool and Monitoring Report templates are attached in this Memo for reference.

13. The Regional Division Office Chiefs and Section/Unit Heads shall ensure the availability of staff to assist the Monitors during the actual monitoring date to be pre-arranged with each Monitoring Team within December 2021 only.

14. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

DIT-ICC

