



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

August 4, 2023

OFFICE MEMORANDUM

No. **471** s. 2023

**DAILY SCHEDULE OF THE UTILIZATION OF THE
PHYSICAL FITNESS ROOM**

To: Regional Functional Division Chiefs,
Unit and Section Heads
All Others Concerned

1. With reference to the Civil Service Commission Memorandum Circular (CSC MC) No. 08, s. 2011 titled Reiteration of the Physical Fitness Program "Great Filipino Workout," this Office, through the Human Resource Development Division (HRDD), announces the Daily Schedule of the Utilization of the Physical Fitness Room for Regional Office personnel located at the R-NEAP Dormitory DepEd Regional Office Compound, Candahug, Palo, Leyte.

Division/Unit	Number of Employees	Daily Schedule 4:00 – 5:00 PM
Office of the Regional Director (ORD)	21	Monday
ORD Proper	4	
Office of the Assistant Regional Director (OARD)	4	
Public Affairs Unit (PAU)	2	
Legal Unit (LU)	5	
Information and Communication Technology Unit (ICTU)	3	
Bids and Awards Committee (BAC)	3	
Policy Planning and research Division (PPRD)	8	Tuesday
Quality Assurance Division (QAD)	8	
Curriculum and Learning Management Division (CLMD)	19	
CLMD Proper	15	
Learning Resource Management Division Center (LRMDC)	4	
Field Technical Assistance Division (FTAD)	4	Wednesday
Human Resource Development Division (HRDD)	13	
HRDD Proper	9	
NEAP-R (Dormitory)	4	
Education Support Services Division (ESSD)	16	Thursday
Administrative Division (AD)	55	
Admin Proper	5	



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Asset Management Section (AMS)	6		
Cash Section (CS)	4		
General Services Unit (GSU)	6		
Personnel Section (PS)	16		
Records Section (RS)	5		
Security Guards	8		
Utility Workers	5		
Finance Division (Finance)		18	
COA-DepEd		9	Friday
Total			171

- All personnel must fill out the log sheet provided before and after using the facility.
- Immediate dissemination of and compliance with this Memorandum are desired.

Evelyn R. Fetalvero
EVELYN R. FETALVERO, CESO IV
 Regional Director



Enclosure: None

Reference: CSC MC No. 8, s. 2011

To be indicated in the Perpetual Index under the following subjects:

FITNESS

HEALTH

PROGRAM

WELLNESS

HRDD-RTV



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