



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

September 25, 2023

REGIONAL MEMORANDUM
AD-RS-2023- **1022**

**SUBMISSION OF DIRECTORY OF SCHOOLS, SCHOOL HEADS,
REGISTRARS, AND RECORDS CUSTODIANS
TO THE REGIONAL OFFICE**

To: Schools Division Superintendents
Division Records Officers
School Heads

1. In adherence to Republic Act (RA) 11032, or the Ease of Doing Business (EODB) Law; and One DepEd, One NQMS, this Office endeavors to facilitate effective and efficient frontline services and smooth coordination among different levels of governance in the Region, which are geared towards clients' satisfaction and delight.
2. The Regional Office through the Records Section requires the Division Records Officers to consolidate and submit an updated Directory of Schools and School Heads to DepEd RVIII – Records Section on or before September 29, 2023.
3. Each school shall use the school's official email address and contact number only, not the personal email address and contact number of the school head or any of the aforementioned employee. If the school has an official FB Page or other official social media account, the same shall be included in the directory.
4. The directories shall strictly follow the template provided in the Records GC. No deviation from the template shall be accepted. Submissions shall be in editable Excel Format.
5. Submissions shall be sent to records.region8@deped.gov.ph and the DepEd RO8 Records Officers Group Chat only. Submissions coursed through other means shall not be entertained.
6. For widest and immediate implementation.


EVELYN R. FETALVERO, CESO IV
Regional Director

AD-RS-AVC



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