



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

October 12, 2023

**REGIONAL MEMORANDUM**

No. **1120** s. 2023

**CONDUCT OF REGIONAL MANAGEMENT COMMITTEE MEETING**

To: Director III  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
Regional Office Chiefs and Unit Heads  
SGOD and CID Chiefs  
All Others Concerned

- To ensure prompt, adequate, and responsive technical assistance to Schools Division Offices, District Offices, and schools and provide up-to-date information on the currents relative to basic education, this Office shall conduct a Face-to-face Regular Regional Management Committee Meeting every 3<sup>rd</sup> week of the month.
- Relative thereto, each SDO shall be assigned to host the said activity and facilitate the school visits which shall be conducted before the actual day of the Management Committee meeting. Below is the schedule of hosting of the SDOs:

Host Division	Schedule
Borongan City	September 2023
Biliran	October 2023
Ormoc City	November 2023
Calbayog City	December 2023
Maasin City	January 2024
Tacloban City	February 2024
Baybay City	March 2024
Eastern Samar	April 2024
Leyte	May 2024
Southern Leyte	June 2024
Northern Samar	July 2024
Samar	August 2024
Catbalogan City	September 2024

- The participants to the said activity are the following:

Regional Office	Regional Director Assistant Regional Director 8 Regional Office FD Chiefs 3 ORD Unit Heads Dr. Ryan Tiu
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	Dr. Gertrudes Mabutin Dr. Alfredo Cafe Analuna Ganto-Morano Floramay Bacus 5 Drivers
<b>SUBTOTAL</b>	<b>23</b>
Schools Division Office	13 SDSs 14 ASDSs 26 SGOD and CID Chiefs 13 Drivers
<b>SUBTOTAL</b>	<b>66</b>
<b>TOTAL NO. OF PAX</b>	<b>89</b>

4. The conduct of the Regional Management Committee Meeting for this month shall be on **October 25-27, 2023**. The activity will be hosted by **Biliran Division**. The venue shall be announced through separate advisory. There will be Day 0 (October 25) to give time for the arrival of participants, registration, and preparation for the class visitation.

5. The agenda of the meeting are the following:
- a. Regional Director's time;
  - b. K3-FELT updates;
  - c. National Literacy Award;
  - d. Status of funds utilization as of October 2023;
  - e. Guidelines on the procurement of SLRs for Library Hub; and
  - f. other matters.

6. A registration fee of Four Thousand Pesos (Php 4,000.00) shall be collected from each participant to cover expenses for food and accommodation which shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Travel expenses shall also be charged against local funds.

7. The host division shall take charge of the procurement, prepare the venue, organize program of activities, and the minutes of the proper Mancom meeting. In line with this, the Mancom members will also conduct classroom visits in schools to be identified by the host division to monitor the implementation of the K3-FELT and provide direct technical assistance to the teachers through Project GIYA.

8. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

ORD-PAU-JFC

