

## Republic of the Philippines

## Department of Education

**REGION VIII - EASTERN VISAYAS** 

January 24, 2024

## OFFICE MEMORANDUM

FTAD-2024-

57

## UPLOADING OF DOCUMENT MASTER LIST TO THE KMT GOOGLE DRIVE

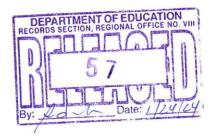
To: Assistant Regional Director Regional Office Division Chiefs Section/Unit Heads KMT Members All Others Concerned

- 1. As required for the Stages 1 and 2 Certification Audit, the revised, updated and complete Document Master List (DML), both for the Internal and External Documents of all Functional Divisions shall be uploaded to the KMT Google drive on or before January 29, 2024.
- 2. All DMLs shall be uploaded by the KMT Lead to the Google Drive of the CO.
- 3. For your guidance and immediate compliance.

EVELYN R. FETALVERO CESO IV

Regional Director

FTAD-MDS







Website: region8.deped.gov.ph