



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

January 23, 2024

**REGIONAL MEMORANDUM**

PPRD-2024- **84**

**TURNOVER AND ACCEPTANCE OF RESPONSIBILITIES BY THE DETAIL AND DESIGNATED EDUCATION PROGRAM SUPERVISOR IN THE POLICY, PLANNING, AND RESEARCH DIVISION**

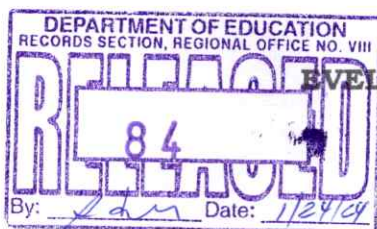
To: Schools Division Superintendent of Leyte  
Chief of Policy, Planning, and Research Division  
All Others Concerned

1. With reference to Office Memorandum AD-2024-45, this Office, through the Policy, Planning, and Research Division (PPRD), enjoins Dr. Teodorico C. Peliño Jr., Officer-in-charge of the Office of the Assistant Schools Division Superintendent of Leyte, and Dr. Rex C. Briones, designated Education Program Supervisor (EPS) of PPRD, to attend a meeting for the turnover and acceptance of responsibilities by the detail and designated EPS of PPRD, on January 24, 2024, at the PPRD Conference Room, DepEd Regional Office VIII, Candahug, Palo, Leyte.

- 2. The activity aims to:
  - a) ensure a smooth transition of duties and knowledge of the outgoing and incoming personnel;
  - b) effectively transfer necessary information, skills, and resources;
  - c) maintain continuity of operations, minimize disruptions, and uphold the quality and efficiency of work within the organization; and
  - d) promote a seamless integration of new team member and cultivate a culture of support, collaboration, and shared accountability within the organization.

3. Dr. Peliño shall provide the necessary orientation and technical assistance to Dr. Briones as indicated in the Coaching and Mentoring Plan through the link: [https://bit.ly/CMPlan\\_PPRD-EPS](https://bit.ly/CMPlan_PPRD-EPS).

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



*[Signature]*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: None  
References: As stated  
To be indicated in the Perpetual Index under the following subjects:



COACHING

MENTORING

TRANSITION

PPRD-TCPJ