



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

February 21, 2024

OFFICE MEMORANDUM

ORD-2024- 111

IMPLEMENTATION OF ONLINE ICT SERVICE CONFIRMATION FORM

To: Functional Division Chiefs
Section/Unit Heads
All Others Concerned

1. The Information and Communications Technology (ICT) Unit informs this Office regarding the implementation of the online ICT service confirmation form. This implementation aims to address one of the Opportunities for Improvements identified and reported during the ISO 9001:2015 Certification Stage 2 Audit.
2. After every request for ICT service has been responded to by the ICTU, a link to the said online form will be sent to the requesting employee thru email or in any other official platforms.
3. The requesting employee shall accomplish the online form to confirm and/or give feedback on the ICT service/s received.
4. Immediate dissemination of and compliance with this memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

ORD-ICTU-MSD

