



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

February 1, 2024

REGIONAL MEMORANDUM

No. 109 s. 2024

**IMPLEMENTATION OF POLICY ACKNOWLEDGMENT AND RECEIPT
CONFIRMATION TRACKING**

To: Schools Division Superintendents
Division Records Officers
Public Schools District Supervisors
School Heads
All Others Concerned

1. This Office, through the Records Section, implements the Policy Acknowledgment and Receipt Confirmation Tracking aimed to significantly streamline distributing and tracking policies down to the school level.
2. The Schools Division Offices, through the Division Records Officers, Public Schools District Supervisors, District In-Charge, District and School Administrative Officers, and School Heads shall ensure that National and Regional Issuances are properly cascaded down to the school level using the Policy Acknowledgment and Receipt Confirmation Tracking tool.
3. Tracking policy acknowledgments and recipient confirmations is crucial to the Department of Education for ensuring compliance; holding accountability; and enhancing communication between and among the different levels of governance in DepEd Region VIII. Furthermore, the implementation of the policy tracking shall address issues of delayed implementation or non-implementation of DepEd policies and issuances.
4. Relative to the implementation, **a virtual meeting of Division Records Officers is scheduled on February 02, 2024 at 10:00 a.m.** The link to the meeting will be shared by the Regional Records Officer, Mr. Ariem Venezuela Cinco, one hour before the meeting commences.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: None
Reference: DO 98 s2009; RA 6713; RA 9470; RA 9845;
To be indicated in the Perpetual Index under the following subjects:
CONFIRMATION TRACKING POLICY ACKNOWLEDGMENT
AD-RS-AVC



Address: Government Center, Candahug, Palo, Leyte
Telephone No.:(053) 832-2997
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

Date: 2/1/24
Page 1 of 1