



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

September 9, 2024

**OFFICE MEMORANDUM**  
FTAD-2024- **460**

**REMINDERS ON THE COMPLIANCE OF THE DOCUMENTED  
INFORMATION MANAGEMENT STANDARDS**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. Based on the results of the recently conducted Assessment on the Documented Information Management on August 22, 2024 (OM-FTAD-2024-459), all Functional Divisions, Sections, and Units are advised to strictly adhere to the Documented Information Management Standards as per Procedures and Work Instructions Manual (PAWIM-P-005).
2. All the Knowledge Management Team members are likewise advised to take extra efforts to ensure compliance to standards of all documents coming in and going out to/from their respective office.
3. For the information and guidance.

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

FTAD-MDS

