

13103



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

November 29, 2024

**OFFICE MEMORANDUM**

AD-2024- **608**

**REITERATION ON THE USE OF REQUEST FOR ENTRY**

To: Regional Chief of Divisions/Section/Unit Heads  
All Others Concerned

1. To ensure efficiency and for security purposes, it is reiterated that all Regional Office employees entering the DepEd Regional Office VIII premises during weekends and holidays are required submission of approved Request for Entry by the Regional Director or Authorized Representative as recommended by the Division Chief/Unit/Section Head or his/her authorized representative to the Guard on Duty.
2. Attached is a copy of the template for reference. Printed copies are also available at the Administrative Division-Personnel Section. Electronic file may also be accessed through the link: <https://shorturl.at/3mNRu>.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director 

AD-PS-EDR



**REQUEST FOR ENTRY TO OFFICE PREMISES  
DURING WEEKENDS/HOLIDAYS**

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Purpose : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Recommending Approval:

\_\_\_\_\_  
Division Chief / Unit/Section Head

Approved

Disapproved

Reason : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Regional Director / Authorized Representative

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Regional Director / Authorized Representative