



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

March 7, 2025

REGIONAL MEMORANDUM

QAD-2025-

262

**UPDATES ON THE WRITESHOP OF 2024 REGION
VIII ANNUAL ACCOMPLISHMENT REPORT**

To: Assistant Regional Director
Regional Office Division Chiefs
All Others Concerned

1. Updates of the identified participants on the conduct a three-day writeshop of 2024 Region VIII Annual Accomplishment Report on March 25-27, 2025, as follows:

PARTICIPANTS	NO. OF PARTICIPANTS	
	From	To
Quality Assurance Division	9	7
Resource Persons	0	2

2. Travelling expenses of the invited resource persons shall be charged against QAD Fund (AC-25-5726-GASS-033), subject to the usual accounting and auditing rules and regulations.

3. All provision in the Regional Memorandum QAD-2025-239 shall remain enforced.

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


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: None

References: RM QAD-2025-239

To be indicated in the Perpetual Index under the following subjects:

WRITESHOP

ORGANIZATION

QAD-JGG



Address: Government Center, Candahug, Palo, Leyte
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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 4, 2025

REGIONAL MEMORANDUM

QAD-2025- **239**

**WRITESHOP ON CRAFTING OF 2024 REGION VIII
ANNUAL ACCOMPLISHMENT REPORT**

To: Assistant Regional Director
Regional Office Division Chiefs
All Others Concerned

1. This Office, through the Quality Assurance Division (QAD) shall conduct a three-day Writeshop on Crafting of Region VIII Annual Accomplishment Report on March 25-27, 2025. The venue details will be provided in a subsequent memorandum.
2. The purpose of the activity is to produce a draft annual accomplishment report that provides a clear and concise picture of what has been achieved over the past year with clear and concise quantitative and qualitative data. Specifically, this aims to:
 - a. establish the scope of the accomplishment report;
 - b. organize the collected data based on the reporting requirements;
 - c. collectively design the layout of the report; and
 - d. draft write-up of the report based on the agreed parameters.
3. The expected participants to this activity are the nine(9) QAD personnel. Participants are requested to bring laptops for the activity.
4. Expenses for board and lodging of the participants shall be charged against QAD Fund, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III

Regional Director

Enclosures: None

References: 2025 QAD WFP (AC-25-5726-GASS-023)

To be indicated in the Perpetual Index under the following subjects:

WRITESHOP

ORGANIZATION

PERFORMANCE

QAD-JGG



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Page 1 of 1

