



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

April 7, 2025

OFFICE MEMORANDUM

FTAD-2025- **178**

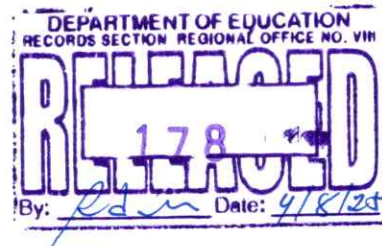
**FINDINGS ON THE NON-CONFORMANCE OF DEPED REGIONAL OFFICE VIII
ISSUANCES WITH PRESCRIBED FORMS AND TEMPLATES STANDARDS
(FIRST QUARTER OF CY 2025)**

To: Director III
Functional Division Chiefs
All Others Concerned

1. Based on the review of the Regional Memoranda, Office Memoranda and Advisories released during the period January 3 - March 31, 2025, this Office, through the Knowledge Management Team, informs all concerned on the status of conformance relative to the utilization of standard forms and templates.
2. Attached is the list of issuances that were non-conformant with said standards.
3. For the information and guidance.


EVELYN R. FETALVERO, CESO III
Regional Director

FTAD-MDS



Attachment to OM FTAD-2025- 178**LIST OF ISSUANCES NOT CONFORMANT WITH STANDARDS ON FORMS AND TEMPLATES FOR THE PERIOD JANUARY 3 - MARCH 31, 2025**

DATE	MEMO NO. & TITLE	PROPONENT	REMARKS
MARCH 2025			
3-27-25	RM QAD-2025-362 - Renaming of Batuan ES to Zacarias G. Buscay ES	QAD	Need to Specify the SDS/SDO to whom the Memo is being addressed to
3-27-25	RM CLMD-2025-358 Virtual Strategic Planning Conference in the Conduct of 2025 IPed Program	CLMD	Footer with MATATAG Logo
3-27-25	RM CLMD-2025-356 - Participation in the Pisay Regional Mathematics Olympiad 2025	CLMD	RM Template used is for the Limited Circulation doc.
3-24-25	RM 331 - Off-Site Attendance to the Mandatory Continuing Legal Education (MCLE). . .	ORD-LU	Footer with MATATAG Logo
03-19-25	RM 314 - National Winners of the Nestle Wellness Campus Program Competitions	ESSD	RM Template used is for the Limited Circulation doc.
03-17-25	RM 311 - Updates on the Data Gathering Workshop on the Policy On Learner Formation Programs Monitoring and Evaluation	ESSD	RM Template used is for the Limited Circulation doc.
03-18-25	RM 305 - Change in the Schedule for the Writeshop of the 2024 Region VIII Annual Accomplishment Report	QAD	RM Template used is for Limited Circulation document but the activity is only for the Regional office; Office Memo Template should be used instead
3-20-25	OM HRDD-2025-156 - Updates on the Quality Assurance (Validation Phase) of the	HRDD	The template used is OM but the memo is intended for Leyte & Samar SDOs; RM

	Design and Training Resource packages (TRPs). . .		Template for Limited Circulation should be used
3-19-25	OM HRDD-2025-154 - Participants in the Workshops on Phase 4 Development, Quality Assurance (Validation), and Finalization of Subject. . .	HRDD	The template used is OM but the memo is intended for Leyte & Samar SDOs; RM Template for Limited Circulation should be used
3-14-25	RM 299 - Schedule for the Reading Inventory-Batch 2	CLMD	Memo is for identified SDO, hence, the template should be RM for Limited Circulation
3-3-25	RM 277 - Separation of Fidel E. Anacta Sr. NHS from Annex Eastern Samar NCHS	QAD	Memo is for identified SDO, hence, the template should be RM for Limited Circulation
3-10-25	RM 263 - Regional participants to the Development of Learner Rights and protection (LRP) Policy in Sports	ESSD	Memo is for identified SDO, hence, the template should be RM for Limited Circulation
3-7-25	RM QAD-2025-262 - Updates on the Writeshop of 2024 Region VIII Annual Accomplishment Report	QAD	RM Template used is for Limited Circulation document but the activity is only for the Regional office; Office Memo Template should be used instead
3-5-25	OM HRDD-NEAPR 2025-126 Virtual Orientation for Regional Office Screening Committee on the Screening and Certification . . .	HRDD	Incomplete footer
3-3-25	OM 125 - Committee In-Charge to Review all Out-Going Documents Prior to Signature of the Chief of QAD	QAD	OM has no name of proponent office
3-4-25	RM QAD-2025-239 Writeshop on Crafting of 2024 Region VIII Annual Accomplishment Report	QAD	RM Template used is for Limited Circulation document but the activity is only for the Regional office; Office Memo Template should be used instead

3-3-25	RM ESSD-2025-230 National Poster Making Contest, Essay Writing, and Oratorical Contest. . .	ESSD	RM Template used is for the Limited Circulation doc.
FEBRUARY 2025			
2-28-25	RM QAD-2025-222 - 2025 QAD Mid-Year Performance Review and year-End Performance Assessment and Evaluation	QAD	RM Template used is for Limited Circulation document but the activity is only for the Regional office; Office Memo Template should be used instead
2-27-25	RM 216 - Reminder on the Timelines of Submission of the Application Documents for Public and Private Schools Offering Basic Education	QAD	Proponent/originator is BAC-RRC
2-26-25	RM ESSD-2025-204 Career Guidance Program Curriculum Exits Tracking System	ESSD	RM Template used is for the Limited Circulation doc. Footer used with MATATAG Logo No proponent/originator
2-25-25	OM HRDD-2025-099 - Letter of Award for the SEAMEO RELC Scholarship	HRDD	Template used is OM; RM Template for the Limited Circulation doc. should be used
2-25-25	RM AD-AMS-2025 189 - Special Meeting with All Division Supply Officers	AD-AMS	RM Template used is for the Limited Circulation doc.
2-17-25	RM ESSD-2025-159 - Regional Participants in the Data Gathering Workshop on the Policy on Learner Formation	ESSD	Name of the SDS or the name of the SDO should be reflected as subject of the

	Programs Monitoring and Evaluation		memo since the memo is intended for specific SDO only Footer used with MATATAG Logo No proponent/originator
2-14-25	RM 156 - Resetting the Conduct of Activities related to the ALS Program Implementation . . .	CLMD	No proponent/originator
2-3-25	RM 114 - Participation of Identified Learners to the Orientation cum Awareness-Raising Activity on Internet Safety . . .	ESSD	RM Template should be for the Limited Circulation doc wherein the name of the originating Functional Division should be reflected

JANUARY 2025

1-31-25	RM 110 - Presentation of the Fiscal Year 2026 Budget Proposals of the SDOs	PPRD	Last page of the memo has footer with MATATAG Logo
1-27-25	RM 088 - Consultation of the Strategies for Mapping Out-Of-School Learners in Region VIII	PPRD	Last page of the memo has footer with MATATAG Logo
1-27-25	RM 086 - Submission of the Fiscal Year 2026 Budget Proposal	PPRD	Last page of the memo has footer with MATATAG Logo
1-24-25	RM QAD-2025-081 - Approved Opening of Classes of St. Peter's College of Ormoc Inc., . . .	QAD	Footer with MATATAG Logo
1-17-25	OM PPRD-2025-044 Orientation of the Regional Performance Validation Team	PPRD	Footer with MATATAG Logo
1-16-25	RM ESSD-2025-054 National Judging for the National	ESSD	RM Template used is for the Limited Circulation doc.

	Wellness Campus Program Competitions		Footer used with MATATAG Logo No proponent/originator
1-16-25	RM 052 Additional Validators for the GASTPE and SHSVP Grantees for SY 2024-2025 . . .	QAD	RM Template should be for the Limited Circulation doc wherein the name of the originating Functional Division should be reflected Footer used with MATATAG Logo
1-16-25	RM 049 Updates on the Conduct of the 2024 Q4 PIR	QAD	Footer used with MATATAG Logo
1-15-25	Advisory 007 Rise High Musical Group		No proponent/originator
1-10-25	RM 034 Guidelines on the Renewal and Hiring of Technical Assistant and Feeding Assistant of SBFP Feeding Coordinators Under Contract of Service	ESSD	Footer with MATATAG Logo
1-10-25	OM HRDD-2025-032 Successful Nominees for the Endorsement to Development Academy of the Philippines Public Management Development Program	HRDD	Template should be RM for the Limited Circulation doc
1-9-25	RM CLMD-2025-033 Activities for the Region VIII Implementing Schools (Batch 1) of the Khan Academy Program in the Revised K-to-12 Curriculum-Aligned Mathematics	CLMD	MATATAG Logo on the footer of the 1st page

1-9-25	OM AD-2025-031 submission of Schedule of Forced Leave and Special Privilege Leave for CY 2025	AD	MATATAG Logo on the footer of the attachment
1-9-25	OM ORD-2025-030 Schedule of Computer Preventive Maintenance Activities for CY 2025	ORD	Footer with MATATAG Logo
1-8-25	RM 030 Schedule of the 2025 RMEA System Implementation	QAD	Footer with MATATAG Logo
1-8-25	RM QAD-2025-029 Approved Increase in Tuition Fee and Other School Fees of Ormoc Sacred Heart Child Development Center, Punta Ormoc City Effective SY 2024-2025	QAD	Footer with MATATAG Logo
1-7-25	RM QAD-2025-028 Approved Increase in Tuition Fee and Other School Fees of Ormoc Immaculate Conception School Foundation Inc. Effective SY 2024-2025	QAD	Footer with MATATAG Logo
1-7-25	OM AD-2025-028 Updated List and Amount of Allowable Communication Expenses for CY 2025	AD	Footer used with MATATAG Logo
1-7-25	RM QAD-2025-027 Approved Increase in Tuition Fee and Other School Fees of Borongan UCCP Kiddie Center, Inc. Borongan, Eastern Samar Effective SY 2024-2025	QAD	Footer with MATATAG Logo
1-7-25	RM 026 - Hosting of the Regional Management Committee Meeting	ORD-PAU	Footer with MATATAG Logo

1-7-25	RM ESSD-2025-025 SDG Champions Online Conference 2025	ESSD	RM Template used is for the Limited Circulation doc. Footer used with MATATAG Logo No proponent/originator
1-7-25	Advisory No. 003 Filipina Achievers for Rural Education Awards (FLORA) 2024 Nomination Period Extension		No proponent/originator
1-7-25	Advisory No. 002 VHRB Computer Tutorial Learning Center Special Project Division's Quiz on Science and Technology	CLMD	Footer with MATATAG Logo
1-6-25	RM 023 Updates on the Remaining Schools for Validation of the GASTPE and SHSVP Grantees for SY 2024-2025 and Ocular Inspection of Qualified School Applications for SY 2025-2026	QAD	RM Template should be for the Limited Circulation doc. Footer used with MATATAG Logo
1-6-25	RM FTAD-2024-020 Participants to the Editing Writeshop on the Manuscripts of Best Practices and Success Stories on the Impact of Technical assistance	FTAD	Wrong year on the RM No. (2024) Footer with MATATAG Logo
1-6-25	Advisory No. 001 Pisikaalaman of the University of the Philippines physics Association (UPPA)	CLMD	Footer with MATATAG Logo
1-6-25	OM CLMD-2025-018 Schedule and Venue for the Conduct of Year-End OPCR/IPCR Forms of	CLMD	Template used is OM but the subject of the memo is SDS; RM Template should be used

	CLMD-LRMS Personnel Evaluation		Footer with MATATAG Logo
1-6-25	RM 018 - Regional Coordination Meeting and Ocular Inspection of the Billeting Schools and Contest Venues for the 2025 RFOT . . .	CLMD	Footer with MATATAG Logo
1-6-25	RM 017 - Schedule of the 2025 RSPC and RFOT	CLMD	Footer with MATATAG Logo
1-6-25	RM HRDD-2025-016 Phase 2 Workshop on the Development of Induction Program for Beginning School Heads . . .	HRDD	Footer with MATATAG Logo
1-6-25	RM 014 Deconcentration of Payroll Processing to the Schools Division of Leyte	AD	Template used should be RM Template for the Limited Circulation doc. Footer with MATATAG Logo
1-2-25	OM AD-2025-027 Designation as Office-in-Charge of the DepEd RO VIII	AD	MATATAG Logo on the footer of the 2nd or last page

REFERENCES:

OM FTAD-2025-012 - Use of DepEd Logo and Bagong Pilipinas Logo in all Communication Materials

OM FTAD-2024-460 - Reminders on the Compliance of the Documented Information Management Standards

PAWIM-M-004 - Documented Information Matrix

PAWIM-P-005 - Documented Information Management