



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

December 17, 2025

**REGIONAL MEMORANDUM**

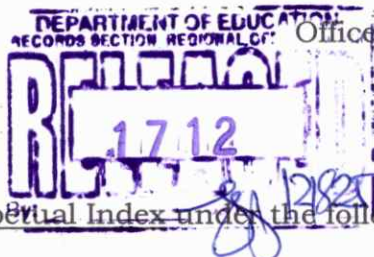
No. **1712** s. 2025

**MODE OF DELIVERY OF CORRESPONDENCE TO AGENCIES**

To: Schools Division Superintendents  
All Others Concerned

1. Per attached advisory dated December 15, 2025 from the Department of Budget and Management (DBM), Region VIII, with the subject: Mode of Delivery of Correspondence to Agencies, the Schools Division Superintendents are hereby requested to submit updated email address to DBM thru email address **dbmro8@dbm.gov.ph**.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

**RONEL AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Office-in-Charge  
Office of the Regional Director



Enclosure: As stated

Reference: As stated

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

CORRESPONDENCE

DELIVERY

MODE

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
Website: [region8.deped.gov.ph](http://region8.deped.gov.ph)





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGION VIII

**ADVISORY**

December 15, 2025



FOR : **The Presidents, State Universities and Colleges, Region VIII**

**The Regional Director, Schools Division Superintendents and Heads of Implementing Unit Secondary Schools, Department of Education VIII**

**The Regional Director and Chief Medical Centers, Department of Health VIII**

**The Regional Director and District Engineers, Department of Public Works and Highways VIII**

**The Regional Director and Vocational School Administrators, Technical Education and Skills Development Authority VIII**

**The Regional Director, Commission on Higher Education VIII**

**The General Manager, Local Water Districts in Region VIII**

**The Local Chief Executive, Province, Cities, and Municipalities in Region VIII**

FROM : **The Regional Director, DBM RO VIII**

SUBJECT : **MODE OF DELIVERY OF CORRESPONDENCE TO AGENCIES**

- 1.0 The Department of Budget and Management (DBM) promotes and ensures efficiency in service delivery in light with its goal of digital transformation. To establish a more efficient, secure, and standardized system for the transmittal of documents to various agencies, this office issues this advisory for information and guidance.
- 2.0 All action documents for release shall be emailed to the official email address of the requesting agency, and the hard copies shall be dispatched through registered mail, unless the agency requests to pick them up and coordinates such request with the office in a timely manner.

- 2.1 Likewise, action documents for agencies located within Tacloban City and the Municipality of Palo, Leyte, will no longer be delivered by this office and shall instead be picked up by the concerned requesting agency.

However, communication or correspondence initiated by the DBM shall be delivered to the concerned agencies by the DBM ROVIII designated liaison officer.

- 3.0 As a precautionary measure and to uphold confidentiality, only the designated liaison officer or the authorized representative of the requesting agency shall transact with the office and must present their official identification card upon transaction.
- 4.0 Further, we respectfully request that you submit your updated email address upon acknowledging this advisory through our official email address, [dbmro8@dbm.gov.ph](mailto:dbmro8@dbm.gov.ph). This will help ensure the proper release of action documents to the appropriate agencies.
- 5.0 Please be guided accordingly. For your information and guidance. Thank you.



**IMELDA C. LACERAS, CESO III**