



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

January 7, 2025

**REGIONAL MEMORANDUM**

CLMD-2025-36

**PARTICIPANTS ON THE WRITESHOP TO REVIEW REGIONAL OFFICE  
AND SCHOOLS DIVISION OFFICE CITIZEN'S CHARTERS FOR  
INTERNAL SERVICES**

To: Schools Division Superintendents } Division of Baybay City  
Public Elementary and Secondary School Heads } Division of Tacloban City  
All Others Concerned

1. Pursuant to the attached Memorandum DM-OUHROD-2025-3060 from the Office of the Undersecretary for Human Resource and Organizational Development dated November 3, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), requires participants to attend on the Writeshop to Review Regional Office and Schools Division Office Citizen's Charters for Internal Services on January 20-23, 2025 at NEAP, Marikina City.

2. The participants in this activity are the following:

Division	Participants	Position
Baybay City	Dr. Ritchel Villamor	Chief, SGOD
Tacloban City	Dr. Juliet L. Lim	Education Program Supervisor

3. Travel expenses of the participants shall be charged against Local Funds, subject to the usual accounting and auditing rules.

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

**RONEL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects

CHARTER  
SERVICES  
WRITESHOP



CLMD-ACA