



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.


RONEALO 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



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