



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

January 16, 2026

REGIONAL MEMORANDUM

No. **68** s.2026

**SUBMISSION OF UPDATED DIRECTORY OF SCHOOLS, SCHOOL HEADS,
REGISTRARS, AND RECORDS CUSTODIANS**

To: Schools Division Superintendents
Administrative Officers V
Division Records Officers
Public Elementary and Secondary School Heads
School Registrars
Records Custodians
All Others Concerned

1. In compliance with Republic Act (RA) 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act, and in support of the One DepEd, One NQMS framework, this Office aims to enhance frontline service delivery and ensure seamless coordination across all governance levels in the region, ultimately leading to client satisfaction.
2. The Regional Office, through the Records Section, hereby directs all Division Records Officers to consolidate and submit an updated **Directory of Schools, School Heads, Registrars, and Records Custodians** to the DepEd Region VIII – Records Section **on or before January 30, 2026**.
3. The following guidelines shall be observed in the preparation of the directory:
 - a. Only the school's **official email address and contact number** shall be used.
 - b. The inclusion of personal contact details of school heads or other designated personnel is permissible **only upon the provision of prior consent** by the concerned individual, in accordance with data privacy regulations.
 - c. If applicable, the school's official Facebook page or other verified social media accounts shall be included in the directory.
4. All submissions must strictly follow the prescribed template available in the Records Google Classroom (GC). Any deviation from the template will not be accepted. Files must be submitted in **editable Excel format**.

5. Submissions shall be sent **only** to **records.region8@depd.gov.ph**
6. Immediate dissemination of and compliance with this Memorandum are desired.

RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer in Charge
Office of the Regional Director

Enclosure: None

Reference: As stated

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

CUSTODIANS
DIRECTORY
SCHOOLS
SCHOOL HEADS
REGISTRARS

AD-RS-AVC

