



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

February 9, 2026

OFFICE MEMORANDUM

HRDD-2026- **66**

WORKSHOP ON THE REVISION OF OPERATIONS MANUALS AND REVIEW OF PLANNING DOCUMENTS

To: Regional Functional Division Chiefs
Unit and Section Heads
All Others Concerned

1. In reference to DepEd Order No. 009, s. 2021, titled "Institutionalization of a Quality Management System in the Department of Education," this Office announces the conduct of the **Workshop on the Revision of Operations Manuals and Review of Planning Documents** on June 4-5, 2026 at the Regional Educational Learning Center- National Educators Academy of the Philippines (RELC-NEAP), DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.

2. The activity is designed to (a) ensure that existing Operations Manuals and planning documents remain relevant, responsive, and aligned with current policies, organizational processes, and the Department's strategic direction, and (b) incorporate the comments and suggestions from the last audit.

3. The participants in this activity are listed below.

Office/Participants	No. of Participants
Administrative Division	
Chief Education Supervisor	1
Supervising Administrative Officer	1
- Asset Management Section	2
- Cash Section	2
- Personnel Section	2
- Payroll Services	2
- Records Section	2
- General Services Unit	2
- Procurement	1
Curriculum & Learning Management Division	
Chief Education Supervisor	1
Education Program Supervisors	7
Learning Resource Management Section	1
Education Support Services Division	
Chief Education Supervisor	1
- School Health Section	2
- Special Programs & Projects Section	2
- Physical Facilities Section	2
Finance Division	

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Chief Administrative Officer	1
Supervising Administrative Officer	1
- Accounting Section	2
- Budget Section	2
Field Technical Division	
Chief Administrative Officer	1
Education Program Supervisors	2
Human Resource Development Division	
Chief Education Supervisor	1
Education Program Supervisors, Specialists, and Other Personnel	7
Dormitory Manager	1
National Educators Academy of the Philippines in the Region (NEAP R)	
NEAP R Head	1
Education Program Specialist and Other Personnel	2
Office of the Assistant Regional Director	
Assistant Regional Director	1
OARD Personnel	2
Office of the Regional Director	
Regional Director	1
- Legal Unit	2
- ICT Unit	2
- Public Affairs Unit	2
- ORD Personnel	2
Policy, Planning & Research Division	
Chief Education Supervisor	1
Education Program Supervisor, Planning Officer, & Specialist	3
Quality Assurance Division	
Chief Education Supervisor	1
Education Program Supervisors	6
Total	75

4. The Activity Matrix shall be provided in a separate issuance.
5. Expenses incurred in connection with the conduct of the activity, such as meals, venue rental, and other incidental expenses, shall be charged to Local Funds, subject to the existing accounting and auditing rules and regulations.
6. For inquiries and other concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.
7. Immediate dissemination of and compliance with this Memorandum are desired.

RONELO AL K. FIRMO CESO IV

Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

HRDD-DSS



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

