



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

February 10, 2026

REGIONAL MEMORANDUM  
CLMD-2026 182

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

To: Schools Division Superintendent } Division of Southern Leyte  
Public Elementary and Secondary School Heads  
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 on Finalization of Regional Office and Schools Division Office Citizen's Charters for Internal Services on February 23-27, 2026 at NEAP, Marikina City.

2. The participants in this activity are the following:

Division	Participants	Position
Southern Leyte	Eduardo Legantin	Education Program Supervisor
CLMD RO-8	Joy B. Bihag	Education Program Supervisor

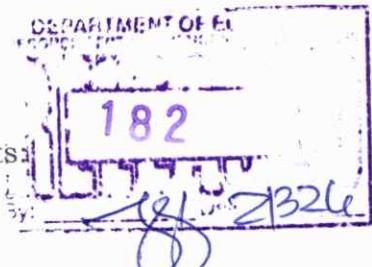
3. Travel expenses of the participants shall be charged against Local Funds, subject to the usual accounting and auditing rules.

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

  
**RONEO L. K. FIRMOCESO 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



Address: Government Center, Candahug, Palo, Leyte  
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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION

**RECEIVED**

RECORDS SECTION REGIONAL OFFICE NO. VIII

DATE: 21/1/26

TIME: 4:58 pm

SIGNATURE:



**ADVISORY**

23 January 2026

**Validation and Finalization of the DepEd's Citizen's Charter  
(DM-OUHROD-2026-0049)**

This has reference to the DM-OUHROD-2026-0049 titled *Validation and Finalization of the DepEd's Citizen's Charter* with AR No. 2025-CO-01633 dated December 4, 2025, which was originally scheduled on February 3-6, 2026.

Please be informed that the workshop has been rescheduled and will now be conducted on **February 24-27, 2026**, at the **National Educators Academy of the Philippines – National Capital Region**, #20 Cepeda Street, Concepcion, Marikina City.

Furthermore, participants are reminded that transportation and other travel expenses shall be charged against their respective local funds, subject to the usual accounting and auditing rules.

For board and lodging and meal arrangements, please refer to the details below:

	Feb. 24, 2026 (Day 1)	Feb. 25, 2026 (Day 2)	Feb. 26, 2026 (Day 3)	Feb. 27, 2026 (Day 4)
Lodging	/	/	/	x
Breakfast	x	/	/	/
AM Snack	x	/	/	/
Lunch	x	/	/	/
PM Snack	/	/	/	x
Dinner	/	/	/	x

Lastly, participants are reminded to register and confirm their attendance through this link: [tinyurl.com/Validation-DepEdCC2026](http://tinyurl.com/Validation-DepEdCC2026) **on or before February 16, 2026.**

For further questions and clarifications, please contact **Ms. Hannah Hasmin Caña** or **Mr. Ervin Joseph Ocampo** of the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division through phone number at (02) 8633-5375 or email at [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph).

Thank you.

E-signed by  
Wilfredo Cabral  
16/01/2026, 9:20:09 PM

**WILFREDO E. CABRAL**

Undersecretary *[Signature]*

Human Resource and Organizational Development  
and Infrastructure

## LIST OF PARTICIPANTS

Validation and Finalization of the DepEd Citizen's Charter 2026 Edition  
February 24-27, 2026 | NEAP Marikina

<b>Governance Level</b>	<b>Office</b>	<b>Allocated Pax</b>
Central Office	Administrative Service – Records Division	2
	Bureau of Education Assessment – Education Assessment Division	1
	Bureau of Human Resource and Organizational Development – Personnel Division	2
	Education Facilities Division	1
	Finance Service – Cash Division	1
	Finance Service – Employee Account Management Division	1
	Information and Communications Technology Service – User Support Division	1
	Legal Service – Investigation Division	2
	Legal Service – Legal Division	2
	National Educators' Academy of the Philippines	2
	Public Affairs Service – Public Assistance Action Center	2
	Public Affairs Service – Publication Division	1
<b>TOTAL</b>		<b>18</b>

<b>Process/Service</b>	<b>Office</b>	<b>Allocated Pax</b>
Cash / Finance	Regional Office VII – Head of Cash Unit	1
	CAR Regional Office – Head of Cash Unit	1
	Head of SDO's Cash Unit under CAR RO*	1
	Head of SDO's Cash Unit under under RO III*	1
Curriculum	Regional Office VIII – Chief, Curriculum and Learning Management Division	1
	NCR Regional Office – Chief, Curriculum and Learning Management Division	1
	Chief of SDO's Curriculum and Instruction Division under RO VIII*	1
Legal	Regional Office I – Head of Legal Unit	1
	NIR Regional Office – Head of Legal Unit	1
	Head of SDO's Legal Unit under RO IV-B*	1
	Head of SDO's Legal Unit under RO X*	1
Personnel / Human Resource	Regional Office II – Head of NEAP RO	1
	Regional Office III – Head of Personnel Unit	1
	Regional Office IX – Head of NEAP RO	1
	Regional Office X – Head of Personnel Unit	1
	Head of SDO's Personnel Unit under RO V*	1
	Head of SDO's Personnel Unit under RO NCR*	1

Planning and School Operations	Regional Office IV-A – Chief, Policy Planning and Research Division	1
	Regional Office V – Chief, Quality Assurance Division	1
	Regional Office XIII – Chief, Quality Assurance Division	1
	Chief of SDO's School Governance and Operations Division under RO IV-A*	1
	Chief of SDO's School Governance and Operations Division under RO NCR*	1
Property and Supply	Regional Office III - Head of Property and Supply Unit	1
	Head of SDO's Property and Supply Unit under RO VI*	1
	Head of SDO'S Property and Supply Unit under RO XII*	1
Public Affairs	Regional Office IV-B – Head of Public Affairs Unit	1
	Regional Office XII – Head of Public Affairs Unit	1
	Head of SDO's Public Affairs Unit under RO I*	1
Records	Regional Office IV-A – Head of Records Section	1
	Regional Office V – Head of Records Section	1
	CAR Regional Office – Head of Records Unit	1
	Head of SDO's Records Unit under RO II*	1
	Head of SDO's Records Unit under RO VII*	1
	Head of SDO's Records Unit under RO XIII*	1
School Processes	Non-Teaching Personnel from School under RO III*	1
	Non-Teaching Personnel from School under RO IV-A*	1
	Non-Teaching Personnel from School under RO V*	1
	Non-Teaching Personnel from School under RO XII*	1
<b>TOTAL</b>		<b>38</b>

\*The Regional Office will determine the participants for the SDO and School levels. Participants from the schools should be non-teaching personnel.

PROGRAM MANAGEMENT TEAM			
	Name	Position	Office
1	Ruby Chanda J. Crisostomo	Project Development Officer IV	BHROD – Organization Effectiveness Division
2	Hannah Hasmin M. Caña	Administrative Officer V	
3	Ervin Joseph B. Ocampo	Technical Assistant II	
4	Thressymae Padilla	Administrative Support I	