



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

March 27, 2026

**OFFICE MEMORANDUM**

AD-2026-

154

**REITERATION OF THE OFFICIAL IMPLEMENTATION OF PROJECT GREAT:  
GOVERNANCE RECORDS ENFORCEMENT AND ACTION TRACKING, AND  
ADDITIONAL DIRECTIVE ON THE MAINTENANCE OF LOGBOOKS  
IN ALL FUNCTIONAL DIVISIONS**

**To:** Assistant Regional  
Director Chiefs of Functional Divisions  
DepEd ROVIII Employees

1. Reference is made to Office Memorandum No. 00408, s. 2021 dated August 26, 2021, directing all Records Custodians, designated alternates, and DepEd Regional Office VIII Employees to use the Records Performance and Document Tracking System dashboard otherwise known as PROJECT GREAT: Governance Records Enforcement and Action Tracking. This Office reiterates the said directive and underscores that its use remains mandatory and non-negotiable in perpetuity unless revoked by the Regional Director.


2. As previously directed, the dashboard tracks the movement of documents — both received and released — to ensure transparency and accountability across all functional divisions of the Regional Office. All transactions, namely **RELEASING, RECEIVING, CAV, AUTHENTICATING, and BORROWING (LOANING) OF DOCUMENTS, must be lodged in the system without exception.**


3. No document shall be acted upon by the receiving office/division/section/unit if such document is not lodged in the tracking system.

3. This Office hereby directs **all Functional Divisions of the DepEd Regional Office VIII to maintain a physical logbook for both Releasing and Receiving of documents.** The logbook shall serve as a complementary hard copy record that mirrors and reinforces the data encoded in the PROJECT GREAT dashboard. Specifically, the following are hereby required:

1. Each Functional Division shall maintain two (2) logbooks — one (1) for Incoming/Received Documents and one (1) for Outgoing/Released Documents.
2. The logbook shall contain the following minimum information for each transaction: Date, Control/Tracking Number, Title/Subject of Document, Type of Document, Office of Origin, Received/Released By, Date and Time Received/Released, Action Taken/Status, and Remarks.

3. The entries in the logbook shall be consistent with and shall reflect the same information encoded in the PROJECT GREAT dashboard. Any discrepancy between the physical logbook and the system records shall be immediately reported to the Records Officer for reconciliation.
  4. The designated Records Custodian of each Functional Division shall be primarily responsible for the maintenance, accuracy, and completeness of the logbook.
  5. The logbook shall be made available for inspection by the Regional Records Officer, Chief Administrative Officer, or authorized representatives at any time.
4. Users who require technical assistance in the use of the PROJECT GREAT dashboard may coordinate with the Records Officer. One-on-one Technical Assistance shall be made available upon request.
5. Strict compliance with this Memorandum and immediate dissemination for all concerned are desired.

*for:*  
  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director



AD-RS-AVC