

5270



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

June 15, 2026

OFFICE MEMORANDUM
ESSD-2026- **282**

SUBMISSION OF MONTHLY REPORTS

To: MS. HANNAH ROSE CUADERNO
PDO II, LRP

1. In the interest of ensuring timely, accurate, and evidence-based reporting, you are hereby directed to submit the following reports on or before the **First Friday** of every month:

a. **Monthly Accomplishment Report** – highlighting accomplishments and activities undertaken in relation to your assigned functions and approved Key Result Areas (KRAs); and

b. **Incident Monitoring Report** – reflecting the number of reported incidents received during the reporting period, the actions undertaken thereon, and the current status or disposition of all reported incidents.

2. The regular submission of the foregoing reports is imperative to facilitate the consolidation of data and information required for the preparation of the Regional Management Committee (REMANCOM) Report, as well as for reporting requirements before relevant inter-agency bodies and committees. It is likewise noted that Eden A. Dadap, PDO IV, the Head of the Special Programs and Projects Section (SPPS) is officially designated as the Alternate Representative of the Regional Director in various inter-agency mechanisms, thereby necessitating the availability of current, complete, and verifiable reports.

3. To ensure institutional accountability, data integrity, and compliance with reporting obligations, strict adherence to this directive is expected.

fr
SALUSTIANO T. JIMENEZ JD, PhD, CESO III
Regional Director

Enclosure: None
Reference: None
To be indicated in the Perpetual Index under the following subjects:
Reporting SPPS

ESSD-SPPS-EAD



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

