



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

July 7, 2026

OFFICE MEMORANDUM
FTAD-2026- **338**

**ADDITIONAL DIRECTIVES ON THE SUBMISSION OF THE
DOCUMENT REVIEW AND APPROVAL FORM (DRAF)**

To: Director III
Regional Functional Division Chiefs
All Others Concerned

1. Relative to the findings during the Inter-Region Internal Audit, this Office, through the Knowledge Management Team (KMT), informs all concerned on the additional directives relative to the submission of the Document Review and Approval Form (DRAF), as follows.

- a. For every document created or revised, attach the following documents to the DRAF: 1) document created or revised with DRAFT watermark, 2) copy of the Minutes of Meeting, and 3) final copy of the document without watermark but Effectivity Date shall still be blank.
- b. The KMT Lead shall stamp the Effectivity Date upon approval of the creation or revision of the document.
- c. The created or revised document shall only be utilized once copy of the approved DRAF is released to the process owner.
- d. For every document deleted, attach the deleted document and copy of the Minutes of Meeting to the DRAF.
- d. Submission of the DRAF and its attachments shall be in two (2) copies.

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


SALUSTIANO T. JIMENEZ JD, EdD, CESO, III
Regional Director

FTAD-GMM

