



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

August 20, 2020

**REGIONAL MEMORANDUM**

No. **430**, s. 2020

**VIRTUAL MEETING OF REGIONAL, DIVISION, and IMPLEMENTING UNITS  
ADMINISTRATIVE SERVICE PERSONNEL**

To: Schools Division Superintendents  
Administrative Service Personnel  
All Others Concerned

1. To ensure continuous delivery of services of the Administrative Division in the context of pandemic, the Administrative Division personnel and employees of the regional office and division offices shall convene online on August 26, 2020 following the attached schedule. The participants are listed in the Meeting Schedule.
2. The meeting aims to:
  - a. thresh out issues and concerns on administrative services;
  - b. provide updates on the administrative services and programs; and
  - c. revisit processes of the administrative division to improve services and programs.
4. The participants shall log on 30 minutes prior to the start of the virtual meeting through Google Meet. The link shall be provided one hour prior to the meeting. The participants shall confirm their attendance through this email: [ariem.cinco@deped.gov.ph](mailto:ariem.cinco@deped.gov.ph) on or before August 25, 2020.
5. The participants shall be grouped according to sections or units. Each group shall have a 45-minute discussion facilitated by the RO – AD Unit/Section Heads. There shall be 5-minute break every after each session.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

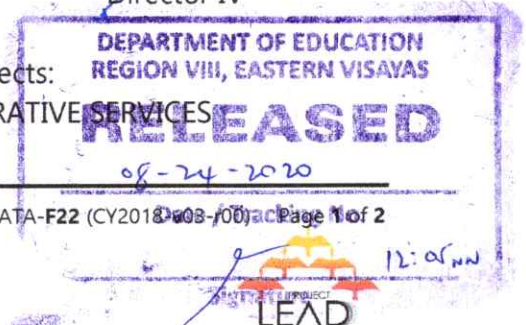
Enclosure: Meeting Schedule

To be indicated in the Perpetual Index under the following subjects:

VIRTUAL

MEETING

ADMINISTRATIVE SERVICES



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**ISO 9001:2015 Certified**

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LEAD

**VIRTUAL MEETING OF REGIONAL, DIVISION, and IMPLEMENTING UNITS  
ADMINISTRATIVE SERVICE PERSONNEL**

**August 26, 2020**

**MEETING SCHEDULE**

<b>Time</b>	<b>Particular</b>	<b>Participants</b>
<b>9:30 a.m. -10:00 a.m.</b>	Meeting Preliminaries (Opening Program and Plenary Session)	RO: AD Chief, SAO, AD Section / Unit Heads  DO: AO V, HRMO, RO, SO
<b>10:05 a.m. -10:50 a.m.</b>	Personnel and Payroll Sections' Time	RO: - do -  DO: AOV, HRMO, Personnel Section employees
<b>10:55 a.m. – 11:40 a.m.</b>	Records Officers' Time	RO: -do-  DO: AOV, Records Officers and Alternates
<b>11:40 a.m. – 12: 40 p.m.</b>	<b>Lunch Break</b>	
<b>12: 40 p.m. – 1: 25 p.m.</b>	General Services Unit's Time	RO: -do-  DO: AOV, General Services Unit employees
<b>1: 30 pm – 2:15 pm</b>	Cash Section's Time	RO: - do-  DO: AOV, Cash Section employees
<b>2: 20 pm – 3:00 pm</b>	Asset Management Section	RO: -do-  DO: AOV, Supply Officers, Property Custodians
<b>3:05 pm – 3:30 pm</b>	Closing Program and Plenary	RO: AD Chief, SAO, AD Section / Unit Heads  DO: AO V, HRMO, RO, SO

AD-RS – AVC

