



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

November 25, 2020

REGIONAL MEMORANDUM

No. **603** s. 2020

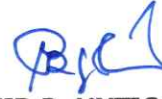
**2nd VIRTUAL MEETING OF REGIONAL AND DIVISION ADMINISTRATIVE SERVICE
PERSONNEL**

To: Schools Division Superintendents
Administrative Service Personnel
All Others Concerned

1. In pursuit of the continuous delivery of quality services of the Administrative Division in the context of pandemic, the Administrative Division personnel of this regional office shall convene face-to-face at the Training Hall 1, RELC – NEAP following health protocols and the division offices personnel shall join virtually on December 14-15, 2020 following the attached schedules.
2. The meeting aims to:
 - a. report on the administrative services' accomplishments, opportunities, innovations (if any), and programs;
 - b. thresh out issues and concerns on administrative services;
 - c. benchmark best practices from each section/unit; and
 - d. align processes of the administrative division to improve services and programs.
3. Refer to the attached Meeting Schedule for the list of participants.
4. The participants shall log in 30 minutes prior to the start of the virtual meeting through Google Meet. The link to the meeting and the attendance sheets shall be provided one hour prior the meeting; hence, the participants are required to confirm their attendance through ariem.cinco@deped.gov.ph on or before December 3, 2020.
5. Each Division shall present its accomplishments, opportunities, programs, and ways forward. Each presenter is given a maximum of 30 minutes to present, and an open forum shall follow every after each presentation to allow participants from other divisions to benchmark best practices, clarify issues, and raise concerns.



6. The fund source and other incidental expenses relative to the conduct of this virtual meeting shall be charged against local funds of Administrative Division.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.



RAMIR B. UYTICO EdD, CESO IV

Director IV *Am*

Enclosure: Meeting Schedule

Reference: NA

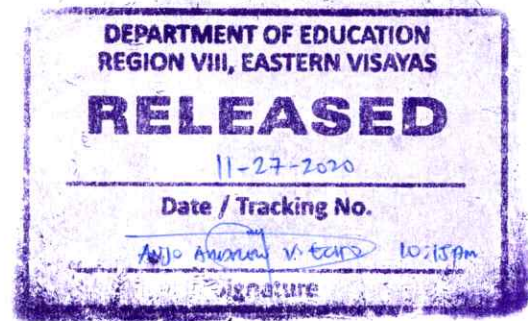
To be indicated in the Perpetual Index under the following subjects:

VIRTUAL

MEETING

ADMINISTRATIVE SERVICES

AD-RS-AVC



**2nd VIRTUAL MEETING AND YEAREND REVIEW OF REGIONAL AND DIVISION
ADMINISTRATIVE SERVICE PERSONNEL**

December 14-15, 2020

MEETING SCHEDULE

Day 1

December 14, 2020

Time	Particular	Participants
09:00 a.m. – 9:30 a.m.	Meeting Preliminaries (Opening Program and Plenary Session)	RO and DO: AOV, HRMO, Personnel Section, Records Officers and Alternates, General Services Unit Personnel, Personnel, Cashier and Cash Section Personnel, Supply Officers and Property Custodians
09:30 a.m. – 10:00 a.m.	Division A	All Participants
10:00 a.m. – 10:10 a.m.	Q and A with Division A	All Participants
10:10 a.m. – 10:40 a.m.	Division B	All Participants
10:40 a.m. – 10:50 a.m.	Q and A with Division B	All Participants
10:50 a.m. – 11:20 a.m.	Division C	All Participants
11:20 a.m. – 11:30 a.m.	Q and A with Division C	All Participants
11:30 a.m. – 12:00 a.m.	Ice Breaker	All Participants
12:00 p.m. – 01:00 p.m.	LUNCH BREAK	LUNCH BREAK
01:00 p.m. – 01:30 p.m.	Division D	All Participants
01:30 p.m. – 01:40 p.m.	Q and A with Division D	All Participants
01:40 p.m. – 02:10 p.m.	Division E	All Participants
02:10 p.m. – 02:20 p.m.	Q and A with Division E	All Participants
02:20 p.m. – 02:50 p.m.	Division F	All Participants
02:50 p.m. – 03:00 p.m.	Q and A with Division F	All Participants
03:00 p.m. – 03:10 p.m.	Ice Breaker	All Participants
03:10 p.m. – 03:40 p.m.	Division G	All Participants
03:40 p.m. – 03:50 p.m.	Q and A with Division G	All Participants
03:50 p.m. – 04:20 p.m.	Division H	All Participants
04:20 p.m. – 04:30 p.m.	Q and A with Division H	All Participants
04:30 p.m. – 05:00 p.m.	Reminders, Announcements and Closing of Day 1	All Participants

MEETING SCHEDULE
Day 2
December 15, 2020

Time	Particular	Participants
09:00 a.m. – 9:30 a.m.	Meeting Preliminaries (Nationalistic Song and Prayer)	RO and DO: AOV, HRMO, Personnel Section, Records Officers and Alternates, General Services Unit Personnel, Personnel, Cashier and Cash Section Personnel, Supply Officers and Property Custodians
09:30 a.m. – 10:00 a.m.	Division I	All Participants
10:00 a.m. – 10:10 a.m.	Q and A with Division I	All Participants
10:10 a.m. – 10:40 a.m.	Division J	All Participants
10:40 a.m. – 10:50 a.m.	Q and A with Division J	All Participants
10:50 a.m. – 11:20 a.m.	Division K	All Participants
11:20 a.m. – 11:30 a.m.	Q and A with Division K	All Participants
11:30 a.m. – 12:00 a.m.	Ice Breaker	All Participants
12:00 p.m. – 01:00 p.m.	LUNCHBREAK	LUNCHBREAK
01:00 p.m. – 01:30 p.m.	Division L	All Participants
01:30 p.m. – 01:40 p.m.	Q and A with Division L	All Participants
01:40 p.m. – 02:10 p.m.	Division M	All Participants
02:10 p.m. – 02:20 p.m.	Q and A with Division M	All Participants
02:20 p.m. – 02:30 p.m.	Ice Breaker	All Participants
02:30 p.m. – 03:30 p.m.	Chief Administrative Officer's Time – State of the Administrative Office Address	All Participants
03:30 p.m. – 03:50 p.m.	Conversation with the Chief	All Participants
03:50 p.m. – 04:00 p.m.	Closing Ceremony	All Participants
04:00 p.m. – 05:00 p.m.	Final Egress	All Participants

**2nd VIRTUAL MEETING AND YEAREND REVIEW OF REGIONAL AND DIVISION
ADMINISTRATIVE SERVICE PERSONNEL**

December 14-15, 2020

LIST OF PARTICIPANTS

Regional Office Participants (Face-to-Face)		
Regional Office	Chief Administrative Officer	1
	Supervising Administrative Officer	1
RO – AD – Personnel Section	Section Head	1
	Administrative Officer IV	2
	Administrative Officer II	1
RO – AD – General Services Unit	Unit Head	1
	GSU Staff Member	1
RO – AD – Cash Section	Unit Head	1
	Cash Staff Member	1
RO – AD – Asset Management Unit	Unit Head	1
	Asset Mgt. Staff Member	1
RO – AD – Records Section	Section Head	1
	Records Staff Member	1
	TOTAL	14
Division Office Participants (Virtual)		
Division Office R	Administrative Officer V	1
	Staff Member	1
DO – Supply Section	Section Head	1
	Staff Member	1
DO – Records Section	Section Head	1
	Staff Member	1
DO – Cash Section	Section Head	1
	Staff Member	1
DO – Personnel Section	Section Head	1
	Staff Member	1
	TOTAL (* 13 Division Offices)	10 (13) = 130
	Grand Total of Participants	144