



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

February 22, 2022

REGIONAL MEMORANDUM

No. **141**, s. 2022

To: **Schools Division Superintendents**
All Others Concerned

**1ST QUARTER CONVERGENCE MEETING OF REGIONAL, SCHOOLS DIVISION OFFICES
AND IMPLEMENTING UNITS ADMINISTRATIVE OFFICIALS**

1. This Office, through the Administrative Division, shall conduct the 1st Quarter Convergence Meeting of Regional, Schools Division Offices and Implementing Units Administrative Officials on March 24-25, 2022. The venue shall be announced in a separate Memorandum.

2. The activity aims to:

1. Provide technical assistance in the crafting of Schools Division Offices (SDOs) and Implementing Unit (IU) Schools' Annual Improvement Plan (AIP) to ensure alignment with the OPCR of their respective Offices;
2. revisit frontline services of both SDOs and IUs to identify processes that can be streamlined in accordance with existing guidelines;
3. identify and discuss issues and concerns of the Units and Sections of the SDOs and IUs in the processing of various personnel actions, reclassification of positions, retirement, and other modes of separation from the service, twice-a-month release of salary, inventory of Self-Learning Modules, Certification, Authentication and Verification (CAV) of School Records, standard protocols in customer service relations and remittance of loan amortization to the Regional Office ;
4. develop an Action Plan to resolve and address the identified issues.

3. The participants to this activity are as follows:

| OFFICE | PARTICIPANTS |
|--------------------------|---|
| Regional Office | Chief of Administrative Division, SAO, Unit/Section Heads, TCE II, AO IV, AO II & I, AAVI |
| Schools Division Offices | AO V, HRMO, Cashier, Records Officer and Supply Officer |
| IU Schools | AO IV, AO II (SHS), AO I (Cashier and Supply Officer) |



4. All participants MUST confirm their attendance **on or before March 10, 2022** using the attached Confirmation Slip thru email at personnel.region8@deped.gov.ph or elizabeth.caboboy@deped.gov.ph. No walk-in participants shall be allowed to participate in the activity.

5. The expenses for board and lodging of the Regional and SDO participants shall be chargeable against the Administrative Division fund which shall be downloaded to the host division while traveling expenses to local funds from each participating Office subject to the usual accounting rules and procedure. The board and lodging, traveling and other incidental expenses of participants from the IU Schools shall be charged against their respective MOOE and other local fund.

6. To ensure the smooth conduct of the activity and strict compliance with the health and safety protocols, the Regional Office participants shall be at the venue a day before and after the activity.

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


EVELYN R. FETALVERO, CESO IV
Regional Director 

Reference: None

Enclosure: Confirmation Slip

To be indicated in the perpetual index under the following subject:

ADMINISTRATIVE DIVISION
SCHOOLS DIVISION OFFICE
IMPLEMENTING UNITS
TECHNICAL ASSISTANCE
ISSUES AND CONCERNS



AD-SAO-EEC



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

Enclosure to RM No. 141, s.2022

CONFIRMATION LETTER

EVELYN R. FETALVERO, CESO IV

Regional Director
DepEd Region 8
Candahug, Palo, Leyte

Madam:

May I respectfully submit the List of our Confirmed Participants to the **1st Quarter Convergence Meeting of Regional, Schools Division Offices and Implementing Units Administrative Officials** on **March 24-25, 2022** at the _____.

| NAME | POSITION | SIGNATURE |
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Very truly yours,

