



## Republic of the Philippines

# Department of Education

REGION VIII - EASTERN VISAYAS

February 22, 2022

## **REGIONAL MEMORANDUM**

No. 1 4 1 , s. 2022

To: Schools Division Superintendents
All Others Concerned

## 1<sup>ST</sup> QUARTER CONVERGENCE MEETING OF REGIONAL, SCHOOLS DIVISION OFFICES AND IMPLEMENTING UNITS ADMINISTRATIVE OFFICIALS

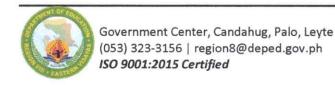
1. This Office, through the Administrative Division, shall conduct the 1<sup>st</sup> Quarter Convergence Meeting of Regional, Schools Division Offices and Implementing Units Administrative Officials on March 24-25, 2022. The venue shall be announced in a separate Memorandum.

#### 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 OPCRs of their respective Offices;
- 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-amonth 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





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	e List of o	ur Confirm	ned Parti	cipants	to the 1st (	Quarter
Convergence	Meeting of	of Regiona	l, Schools	Division	Offices	and Im	plementin	g Units
Administrati	ve Officials	on March 2	4-25, 202	<b>2</b> at the				

NAME	POSITION	SIGNATURE		

Very truly yours,

