



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

April 1, 2022

REGIONAL MEMORANDUM

No. **296**, s. 2022

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

PLANNING CONFERENCE OF REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES' ADMINISTRATIVE OFFICERS

1. This Office, through the Administrative Division, shall conduct a one-day **Planning Conference of Regional Office and Schools Division Offices' Administrative Officers** on **April 12, 2022** to be hosted by the Schools Division Office of Calbayog City at the SDO Calbayog City Conference Room, Calbayog City.

2. The activity aims to:


- a. finalize proposed Resolution for the downloading of the Automatic Payroll Deduction System (APDS) with SDO Calbayog City as pilot implementer;
- b. thresh out issues and concerns that may hamper the said attempt; and
- c. plan out the forthcoming activity in DepEd Region XI to benchmark effective strategies relative thereto.

3. The expected attendees are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief of Administrative Division SAO AO V (HRMO) AO II (Payroll Section) ADAS VI (Payroll Section)	5
Schools Division Office	Administrative Officer V	13
TOTAL		18



4. The meals, travel and other incidental expenses of the attendees shall be charged against local fund/MOOE from each participating Office subject to the usual accounting rules and procedure.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Reference : Regional Memorandum No. 1421, s. 2022
Enclosure : None

To be indicated in the perpetual index under the following:

ADMINISTRATIVE DIVISION

PLANNING CONFERENCE

AUTOMATIC PAYROLL DEDUCTION SYSTEM

DOWNLOADING

AD-SAO-EEC

