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

April 25, 2022

REGIONAL MEMORANDUM

No. **391**, s. 2022

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

2ND QUARTER CONVERGENCE MEETING OF REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND IMPLEMENTING UNITS' ADMINISTRATIVE OFFICERS

1. This Office, through the Administrative Division, shall conduct its **2nd Quarter Convergence Meeting of Regional Office, Schools Division Offices and Implementing Units' (IUs) Administrative Officers on June 1-2, 2022** to be hosted by the Schools Division Office of Ormoc City at **Sabin Hotel and Resort, Ormoc City.**

2. This activity aims to:

- a. assess and evaluate the alignment of the Individual Commitment Review (IPCR) of the Administrative Officers of SDOs and IUs with their respective KRAs;
- b. systematize and adopt a unified practice of GSIS remittances including salary adjustment;
- c. present and discuss issues and concerns of the Units and Sections of the SDOs and IUs on cleansing of employees' GSIS records; requests for timely stoppage of salary due to retirement and other modes of separation from the service; reconciliation of records for the delivered SLMs; adoption of the Human Resource Development Information System (HRDIS); institutionalization of the Customer Satisfaction Survey (CSS) in all Offices and levels of governance; and
- d. come up with agreements in response to the identified issues.

3. The expected participants are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief of Administrative Division SAO, Heads of Sections/Unit of Administrative Division, AO II and ADAS V (Payroll Section)	10
Schools Division Office	AO V, AO IV (HRMO, Records Officer, Cashier and Supply Officer)	5



Implementing Units	AO IV AO II (SHS) AO I (Cashier, Supply Officer)	4
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4. The expenses for board and lodging of the participants from the RO and SDOs shall be chargeable against the Administrative Division fund to be downloaded to the host SDO while traveling expenses to local funds from each participating Office subject to the usual accounting rules and procedure. While participants representing the IUs shall pay a registration fee of two thousand pesos (P2,000.00) as counterpart to defray expenses for the food provision, exclusive of accommodation/lodging, payable to the host division.
5. The RO participants are expected to arrive at the venue on May 31, 2022 and shall leave on June 3, 2022. The SDO and IU participants shall report at the venue on June 1, 2022.
6. The first meal is served during the morning snacks of June 1, 2022 and last meal on afternoon snacks of June 2, 2022.
7. All attendees MUST confirm their attendance on or before May 13, 2022 using the attached confirmation slip thru email at elizabeth.caboboy@deped.gov.ph and mariaclaudith.manawatao@deped.gov.ph. No walk-in participants shall be allowed to participate in the activity.
8. It is reiterated that ALL participants with confirmed attendance on or before the deadline shall be considered Official Participants and shall be subject to registration fee collection. To ensure compliance with the health and safety protocols against Covid-19, everyone shall bring the necessary documents as required by the local IATF.
9. 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
CONVERGENCE MEETING

AD-SAO-EEC





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

Enclosure to RM No. _____, s. 2022

CONFIRMATION LETTER

(Date)

DR. EVELYN R. FETALVERO, CESO IV

Regional Director
DepEd Region VIII
Candahug, Palo, Leyte

Madam:

May I respectfully submit the List of Confirmed Participants to the 2nd Convergence Meeting of Regional Office, Schools Division Offices and Implementing Units' Administrative Officers on June 1-2, 2022 in Ormoc City.

NAME	POSITION	SCHOOL & DIVISION	SIGNATURE

Herein participants shall still pay the registration fee should they fail to attend the activity.

Very truly yours,

SDS/School Head

