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

November 3, 2022

REGIONAL MEMORANDUM

No. **1303**, s. 2022

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

4TH CONVERGENCE MEETING OF REGIONAL, SCHOOLS DIVISION OFFICES AND IMPLEMENTING UNITS' ADMINISTRATIVE OFFICERS

1. This Office through the Administrative Division shall conduct 4th Convergence Meeting of Regional, Schools Division Offices and Implementing Units' Administrative Officers on December 13-15, 2022 to be hosted by Calbayog City Division Office. The venue shall be announced in a separate Memorandum.

2. The activity aims to:

- a. Provide updates on recent administrative issuances of the DepEd Central Office, Civil Service Commission and other oversight agencies;
- b. Present checklist of requirements and status of the downloading of the Payroll System to the SDOs;
- c. Discuss and resolve issues and concerns per Key Result Areas (KRA) affecting the implementation of policies and programs in all governance level; and
- d. Agree on plans and programs for FY 2023.

3. The participants are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief SAO Unit and Section Heads TCE II, AO II, AdAs V and Administrative Aide III (Payroll Section)	11
Schools Division Offices	AO V AO IV (Cashier, Records Officer, HRMO, Supply Officer) Payroll In-Charge	6 per SDO



Implementing Units	AO IV AO II AO I (Cashier, Supply Officer)	4 per IU
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4. A registration fee of Four Thousand Eight Hundred Pesos (PP4,800.00) shall be collected from the RO and SDO participants as counterpart for the cost of meals, board and lodging and other training expenses payable to the host Division while Two Thousand Four Hundred Pesos (P2,400.00) from the IU participants for the meals only during the entire duration of the activity. Traveling and other incidental expenses including the registration fee of the participants shall be charged against the RO/SDO/School MOOE/local funds subject to the usual accounting and auditing rules and regulations.

5. The first meal will be served at morning snacks of December 13, 2022 while the last meal is lunch of December 15, 2022.

6. To ensure the smooth flow of the activity, the Regional Office participants shall report to the venue in the morning of December 12, 2022. All are required to confirm their attendance on or before **November 25, 2022** using the attached Confirmation Slip thru email at elizabeth.caboboy@deped.gov.ph and depedcalbayogdivision@yahoo.com. Walk-in participants shall not be allowed to participate this Meeting.

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


EVELYN R. FETALVERO, CESO IV
Regional Director 

Reference: None

Enclosure: None

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

EVELYN R. FETALVERO, CESO IV
Regional Director
Department of Education RO VIII
Candahug, Palo, Leyte

Madam:

May I respectfully submit the List of our Confirmed Participants to the **4th Quarter Convergence Meeting of Regional, Schools Division Offices and Implementing Units Administrative Officials** on **December 13-15, 2022** at the

NAME	POSITION	SIGNATURE

Very truly yours,

School Head/SDS

School/Division: _____



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