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

February 22, 2023

REGIONAL MEMORANDUM

No. **173**, s. 2023

**1ST QUARTER CONVERGENCE MEETING-CUM-CAPACITY BUILDING OF
THE ADMINISTRATIVE OFFICERS OF THE REGIONAL
OFFICE, SCHOOLS DIVISION OFFICES AND
IMPLEMENTING UNITS**

To: Schools Division Superintendents
The Chief, Administrative Division
Unit/Section Heads
All Others Concerned

1. This Office, through the Administrative Division, announces the conduct of the **1st Quarter Convergence Meeting-cum-Capacity Building of the Administrative Officers of the Regional Office, Schools Division Offices and Implementing Units** on **March 29-31, 2023, to be hosted by Leyte Division**. The venue shall be announced in a separate issuance.

2. The activity aims to:

- a. Orient the participants on the new Merit Selection Plan;
- b. Provide updates on the downloading of the Payroll System at the Schools Division Offices;
- c. Capacitate participants on Customer Service and Negotiation Skills;
- d. Discuss and resolve issues and concerns relative to the implementation of administrative policies per governance level.

3. The participants to this activity are:

OFFICE	PARTICIPANTS	TOTAL
RO	Chief SAO Unit and Section Heads AO IV & II, Personnel Section	10
SDO	AO V	5 (per SDO)



	AO IV (Records Officer, HRMO, Cashier, Supply Officer)	
IUs	AO IV AO II (SHS) AO I (Cashier, Supply Officer)	4 (per IU)

4. A registration fee of Four Thousand Eight Hundred Pesos (P4,800.00) shall be collected by the host division from each of the RO and SDO participants as counterpart for the cost of the board and lodging, meals and other training expenses while Two Thousand Four Hundred Pesos (P2,400.00) from the IUs for the meals only. Traveling and other incidental expenses to include the registration fee of the participants shall be charged against the RO/SDO/school MOOE/local fund subject to the usual accounting and auditing rules and regulations.

5. The first meal will be served at morning snacks of March 29, 2023 and the last meal is afternoon snacks of March 31, 2023. The RO participants shall be at the venue on March 28, 2023 to ensure the smooth conduct of the activity.

6. All participants are required to confirm their attendance on or before **March 10, 2023** using the attached Confirmation Slip thru email at elizabeth.caboboy@deped.gov.ph. No walk-in participants shall be allowed to participate the activity.

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

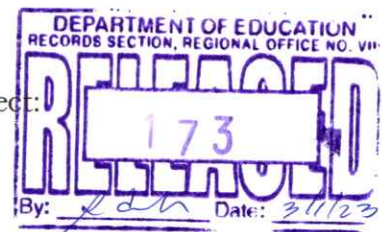

EVELYN R. FETALVERO, CESO IV
 Regional Director

Reference: As stated

Enclosure: None

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

ADMINISTRATIVE OFFICERS
 QUARTERLY CONVERGENCE MEETING



AD-SAO-EEC