



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

May 11, 2023

**REGIONAL MEMORANDUM**

No. **464** s. 2023

**2<sup>ND</sup> QUARTER CONVERGENCE MEETING-CUM-CAPACITY BUILDING OF THE ADMINISTRATIVE OFFICERS OF THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND IMPLEMENTING UNITS**

To: Schools Division Superintendents  
Regional Office Personnel  
All Others Concerned

1. This Office, through the Administrative Division, shall conduct its **2<sup>nd</sup> Quarter Convergence Meeting-Cum-Capacity Building of the Administrative Officers of the Regional Office, Schools Division Office and Implementing Units** to be hosted by Maasin City Division on June 14-16, 2023 at the Ampil Function Hall, Tomas Oppus St., Abgao, Maasin City.

2. The activity aims to:

- a. Capacitate the participants on Digitization/Automizing of DepEd Processes;
- b. Provide update on recent issuances and the status of the downloading of the Payroll System to the SDOs; and
- c. Discuss GSIS matters and resolve issues related to remittances and other concerns.

3. The participants are as follows:

OFFICE	PARTICIPANTS	NUMBER
REGIONAL OFFICE	Chief SAO Unit/Section Heads	8
SCHOOLS DIVISION OFFICE	AO V AO IV (Records Officer, HRMO, Supply Officer and Cashier) Focal of Payroll	6 per SDO



IMPLEMENTING UNITS	AO IV AO I (Supply Officer and Cashier) AO II (SHS)	4 per IU
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4. A registration fee of **Four Thousand Eight Hundred pesos (P4,800.00)** shall be collected from the RO and SDO participants to defray expenses for food and accommodation while **Two Thousand Four Hundred Pesos (P2,400.00)** from the IUs for food/meals only during the entire duration of the activity. Travelling and other incidental expenses to include the registration fee shall be charged against the respective MOOE/local funds of the participants subject to the usual accounting and auditing rules and regulations.
5. The participants shall be required to confirm their attendance using the attached Confirmation Slip and email to [elizabeth.caboboy@deped.gov.ph](mailto:elizabeth.caboboy@deped.gov.ph) and [records.maasincity@deped.gov.ph](mailto:records.maasincity@deped.gov.ph) on or before **May 26, 2023**. Cancellation of attendance shall not be allowed after the said date.
6. First meal is morning snacks of June 14, 2023 and last meal is lunch of June 16, 2023.
7. Immediate dissemination of this Memorandum is desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director  
 5/16/23

Reference: None  
 Enclosure: As stated

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

ADMINISTRATIVE OFFICERS  
  
 QUARTERLY CONVERGENCE MEETING



AD-EEC

