



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

July 6, 2023

**REGIONAL MEMORANDUM**

No. **710** s. 2023

**3RD QUARTER CONVERGENCE MEETING-CUM-CAPACITY BUILDING OF  
THE HEADS OF THE REGIONAL AND SCHOOLS DIVISION OFFICES'  
ADMINISTRATIVE SERVICE AND THE ADMINISTRATIVE  
OFFICERS OF THE IMPLEMENTING UNITS**

To: Schools Division Superintendents  
Regional Office Personnel  
All Others Concerned


1. This Office, through the Administrative Division, shall conduct the **3<sup>rd</sup> Quarter Convergence Meeting-Cum-Capacity Building of the Heads of the Regional and Schools Division Offices' Administrative Service and Administrative Officers of the Implementing Units** on **August 29-31, 2023** to be hosted by **Catbalogan City Division**. The venue shall be announced in a separate issuance.
2. The activity aims to enhance the knowledge and skills of the participants on growth mindset and technical writing; provide updates on recent issuances in the light of the One DepEd, One QMS policy of the Department and discuss issues and concerns in all governance levels relative to the implementation of administrative programs and policies.
3. The participants of this activity are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief SAO Unit and Section Heads Driver	9
SDO	AO V AO IV (Cash, Records, Personnel, Supply Sections) Driver	6
IUs	AO IV AO I (Supply, Cash) AO II (SHS)	4

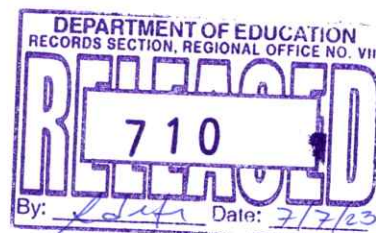


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4. The participants shall pay the amount of four thousand eight hundred pesos (P4,800.00) to the host division as counterpart to defray the cost of meals, accommodation and other incidental expenses for the entire duration of the activity.
5. Traveling and incidental expenses to include the registration fee shall be charged to local fund/MOOE/SEF subject to the usual accounting rules and regulations.
6. The first meal is morning snacks of August 29, 2023 and last meal is morning snacks of August 31, 2023.
7. All participants shall be required to send their confirmation letter to [catbalogan.division@deped.gov.ph](mailto:catbalogan.division@deped.gov.ph) and register on this link <https://forms.gle.nk5brCZKgiQ9ZiUk8> on or before July 20, 2023. It is reminded that cancellation of attendance shall no longer be allowed after said date.
8. Immediate dissemination of this Memorandum is desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Reference: None  
Enclosure: None



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

ADMINISTRATIVE OFFICERS  
QUARTERLY CONVERGENCE MEETING

AD-EEC



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