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REOAMS

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

October 6, 2023

REGIONAL MEMORANDUM

No. **1082** s. 2023

**4th QUARTER VIRTUAL CONVERGENCE-CUM-PLANNING
WORKSHOP OF THE HEADS OF THE REGIONAL
AND SCHOOLS DIVISION OFFICES'
ADMINISTRATIVE SERVICE**

To: Schools Division Superintendents
Chief, Administrative Division
All Others Concerned

1. This Office, through the Administrative Division, shall conduct the **4th Quarter Virtual Convergence-cum-Planning Workshop of the Heads of the Regional and Schools Division Offices' Administrative Service** on November 16-17, 2023. The link shall be announced in a separate issuance.
2. The activity aims to:
 - a. provide updates on recent issuances;
 - b. discuss issues and concerns in the implementation of various policies in the management of human resource, property and supply, general services, cash, records, and procurement; and
 - c. come up with plans and programs for Fiscal Year 2024.

3. The participants in this activity are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief SAO Unit and Section Heads	8
SDO	AO V AO IV (Cash, Records, Personnel, Supply Sections) Payroll In-Charge	6

4. To ensure an in-depth discussion of the issues and concerns and the plans and programs for the ensuing year, the participants shall be divided



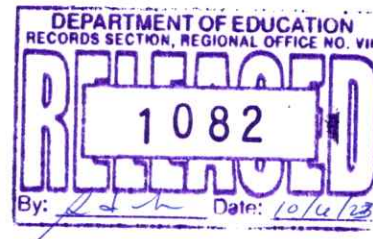
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into groups during the break-out session to be facilitated by the Heads of the Unit and Sections of the Regional Office.

5. Snacks and meals shall be served to the participants chargeable against the local fund/MOOE of the Administrative Division and the SDO, subject to the usual government accounting rules and regulations.

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

for: [signature]
EVELYN R. FETALVERO, CESO IV
Regional Director *[initials]*



Reference: None
Enclosure: None

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

ADMINISTRATIVE OFFICERS

QUARTERLY CONVERGENCE

AD-EEC

