



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

April 8, 2024

**REGIONAL MEMORANDUM**

No. **437** s.2024

**2<sup>ND</sup> QUARTER CONVERGENCE-CUM-CAPACITY BUILDING OF THE  
ADMINISTRATIVE OFFICERS OF THE ADMINISTRATIVE  
SERVICE OF DEPED REGION VIII**

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

1. As an offshoot of the 1<sup>st</sup> Quarter Convergence of the Heads of the Administrative Service of the DepEd, this Office, through the Administrative Division, shall conduct its **2<sup>nd</sup> Quarter Convergence of Administrative Officers of the Administrative Service of DepEd Region VIII on June 19-21, 2024 to be hosted by Tacloban City Division.** The venue shall be announced in a separate issuance.

2. The activity aims to:

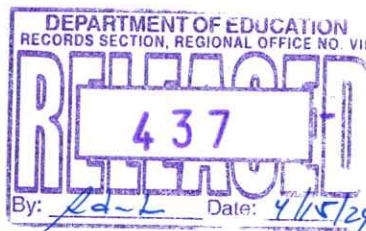
- provide updates on administrative policies and guidelines issued by oversight agencies and the Central Office;
- capacitate the administrative personnel on Office Communication;
- discuss issues and concerns relative to the implementation of policies and guidelines in all level of governance; and
- come up with resolutions to address the identified issues and concerns.

3. The participants of this activity are as follows:

OFFICE	NUMBER	TOTAL
REGIONAL OFFICE	Chief, Administrative Division SAO Unit & Section Heads -	8
SCHOOLS DIVISION OFFICE (13)	AO V AO IV ( Personnel, Supply, Cash and Records) Payroll In-Charge	6 per Division Office
IMPLEMENTING UNITS (IUs)	AO IV AO I (Cash, Records, Supply)	4 per IU

4. The participants shall pay their counterparts for meals which include 1 lunch and 2 snacks per day and other training expenses to the host division the amount of **Two Thousand and Four Hundred Pesos (P2,400.00)**. First meal shall be morning snack of June 19, 2024 and last meal is afternoon snack of June 21, 2024.
5. The participants shall email their confirmation on or before May 3, 2024 using the attached Confirmation Slip to **naisy.brosas@deped.gov.ph**. No cancellation of confirmed attendance shall be allowed after said date.
6. The registration fee, travel and other incidental expenses of the participants shall be charged against their respective local/MOOE funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

**RONELO AL K. FIRMO**  
Director III  
Officer-In-Charge  
Office of the Regional Director



Enclosure: Confirmation Slip

Reference: None

To be indicated in the Perpetual Index under the following subjects:

CONVERGENCE

ADMINISTRATIVE OFFICERS

AD-EEC

Enclosure to RM No. 437, S. 2024

**CONFIRMATION SLIP**

2<sup>nd</sup> Quarter Convergence of Administrative Officers of the  
Administrative Service of DepEd Region VIII

\_\_\_\_\_  
(Date)

**EVELYN R. FETALVERO CESO IV**

Regional Director  
DepEd Regional Office VIII  
Palo, Leyte

Madam:

In compliance to the Regional Memorandum No. \_\_\_\_\_, S. 2024, may I respectfully submit the confirmed participants for the 2<sup>nd</sup> Quarter Convergence of the Administrative Officers of the DepEd Region VIII on May 29-31, 2024, to wit:

NAME	POSITION	SCHOOL/DIVISION

Thank you.

Very truly yours,

\_\_\_\_\_  
School Head/SDS

Note:

For IU representatives, please indicate the full name of the school and the Schools Division Office, for proper recording.