



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

September 3, 2024

REGIONAL MEMORANDUM

No. **1027** s. 2024

4TH QUARTER CONVERGENCE-CUM-CAPACITY BUILDING OF HEADS OF THE ADMINISTRATIVE SERVICE OF THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND IMPLEMENTING UNITS

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

1. This Office, through the Administrative Division, will conduct its **4th Quarter Convergence-cum-Capacity Building of the Heads of the Administrative Service of the Regional Office, Schools Division Offices and Implementing Units on October 29-31, 2024 (exclusive of travel time)** to be hosted by Southern Leyte Division. The venue shall be announced in a separate issuance.

2. The activity aims to:

- a. Provide updates on the latest issuances of the Central Office and other oversight agencies;
- b. Orient participants on R.A. 11032 (An Act Promoting Ease of Doing Business and Efficient Delivery of Government Service) and the procedures of administrative cases in the DepEd; and
- c. Discuss and resolve issues and concerns relative to the implementation of administrative policies in all governance level.

3. The participants are the following:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief, SAO, Unit/Section Heads	8
SDO	AO V AO IV (HRMO, Records, Supply, Cashier) AO II (Payroll-In-Charge)	6 per SDO
IU	AO IV AO II AO I (Cashier, Supply)	4 per IU

4. A registration fee of **Two Thousand Five Hundred Pesos (P2,500.00)** shall be collected from each participant to defray expenses for the meals (lunch and 2 snacks) and other training expenses payable to the host Division.



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



5. The participants are required to confirm their attendance **not later than September 30, 2024** thru email at **lyna.gayas@deped.gov.ph**. The confirmed participants who fail to attend shall still pay the registration fee.
6. Transportation, accommodation and other incidental expenses including the registration fee of the participants shall be charged against the MOOE/local fund of the participating office subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosures: Confirmation Slip

References: None

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

ADMINISTRATIVE OFFICERS

QUARTERLY CONVERGENCE

AD-EEC



Enclosure
RM No. 1027, S. 2024

CONFIRMATION SLIP

Date

DR. EVELYN R. FETALVERO CESO IV

Regional Director
DepEd RO VIII,
Palo, Leyte

Madam:

This is to respectfully confirm attendance to the 4th Quarter Convergence-Cum-Capacity Building of the Heads of the Administrative Service of the RO, SDOs and IUs of the following personnel:

NAME	POSITION/DESIGNATION	SCHOOL/DIVISION

Thank you.

(Name and Position)