



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

September 5, 2024

REGIONAL MEMORANDUM

No. **1049** s. 2024

**CAPACITY BUILDING FOR ADMINISTRATIVE OFFICERS OF THE SCHOOLS
DIVISION OFFICES AND SELECTED SCHOOLS**

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

1. In line with the commitment of the Department of Education to capacitate its personnel to ensure that they are able to effectively discharge their duties and functions, this Office, through the Administrative Division, will conduct a two-day live-in **Capacity Building for Administrative Officers of the Schools Division Offices and Selected Central Schools on October 16-17, 2024 (exclusive of travel time)**. The venue shall be announced in a separate issuance.

2. The activity aims to:

- a. Orient participants on their Key Result Areas (KRA) as Administrative Officers of the SDOs and schools; and
- b. Capacitate participants on personnel administration, records management, property custodianship and general administrative support.

3. The participants are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief, SAO, Unit/Section Heads TCE II AO IV and II (Personnel)	12
SDO		2 per SDO
Schools	Baybay City 2 Biliran 4 Calbayog City 4 Catbalogan City 4 Eastern Samar 5 Leyte 9 Maasin City 3 Northern Samar 6 Ormoc City 4 Samar 4 Southern Leyte 6	53



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



	Tacloban City	2	
--	---------------	---	--

The Schools Division Office through its head of the Administrative Service shall identify its participants from schools (preferably those coming from the elementary or central schools) whom they can tap to constitute its pool of mentors/trainers, in accordance with the number of participants allotted for each SDO.

5. The participants are requested to confirm their attendance through the registration link <https://tinyurl.com/CapBuild-AO> **on or before September 30, 2024**. Attached is the Indicative Program of Activities for reference.

6. The board and lodging of the participants shall be chargeable to the 2024 OPDNTF while the transportation and other incidental expenses to 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 

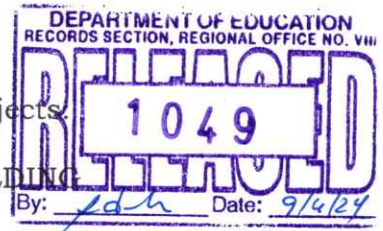
Enclosures: As stated

References: None

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

ADMINISTRATIVE OFFICERS

CAPACITY BUILDING



AD-EEC

Enclosure
RM No. 1049. 2024

INDICATIVE PROGRAM OF ACTIVITIES
Capacity-Building for SDO Administrative Officers and
Selected Schools
October 16-17, 2024

TIME	DAY 0	DAY 1	DAY 2
8:00AM – 9:00AM		Registration	MOL
9:00AM-10:00AM		Opening Program	KRA 3: The AO as Records Officer
10:00AM – 10:15AM		Health Break	
10:15AM – 11:00AM		Orientation on the KRAs per Compendium	Cont..
11:00AM-12:00PM		KRA 1: The AO as Personnel Officer	Lecture on KRA 3
12:00PM – 1:00PM		LUNCH BREAK	
1:00PM – 3:00PM		Continuation of the Lecture on KRA 1	KRA 4: The AO as Head of the General Services
3:00PM-3:15PM		Health Break	
3:15PM – 5:00PM	Arrival of Participants	KRA 2: The AO as Property Custodian	Synthesis Ways Forward Closing Program
6:00PM		Dinner	