



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

November 15, 2021

REGIONAL MEMORANDUM

No. **RO-742**, s. 2021

**PLANNING CONFERENCE OF REGIONAL AND SCHOOLS DIVISION OFFICES
ADMINISTRATIVE SERVICE PERSONNEL**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Administrative Division, shall conduct a **Planning Conference of Regional and Schools Division Offices Administrative Service Personnel** on **November 28-29, 2021**. This activity shall be hosted by the Samar Division, venue shall be announced later.

2. This activity aims to:

- a. discuss and present the proposed timelines or the new scheme of salary schedule in reference to the issued Memorandum OUF-2021-0703 *"Internal Guidelines on the implementation of Twice-A-Month Release of Salary to DepEd Personnel"*
- b. assess the performance on the use of Google Sheets Template in the submission of payroll concerns in reference to the Regional Memorandum No. 325 s. 2020 *"Use of Google Sheet Templates in the Submission of Requests for Payroll Services"*.
- c. share best practices of the Schools Division Offices relative to the smooth operation on the administrative services to its clientele amid this pandemic.
- d. thresh-out issues and concerns affecting the delivery of administrative services and come up a resolution and agreement to address them.
- e. discuss other matters relative to the administrative services.

3. The participants to the said activity are as follows:

OFFICE	PARTICIPANTS
Regional Office	CAO, SAO, Unit/Section Heads, AO II (Focal Person for Payroll)
School Division Offices (5 pax per SDO)	AO V, HRMO, Cashier, Supply Officer, and the focal person for payroll



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4. Expenses incurred in the conduct of the said activity including accommodation, food, and travel expenses shall be charged against the Regional Office, Administrative Division training funds and shall be downloaded to the host division subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Reference: Regional Memorandum No. 325 s. 2020 dated June 22, 2020
DepEd Memorandum OUF-2021-0703 dated October 27, 2021

Enclosure: None

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

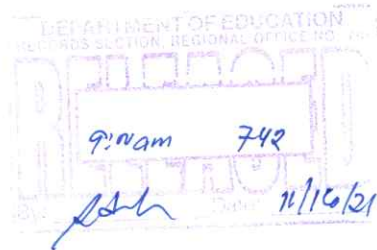
BEST PRACTICES

CONFERENCE

PAYROLL CONCERNS

TIMELINES

TWICE-A-MONTH SALARY



AD-PS-NCA