



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

September 11, 2023

**REGIONAL MEMORANDUM**

No. **940** s. 2023

**CAPABILITY BUILDING FOR REGIONAL OFFICE, SCHOOLS DIVISION OFFICE  
DRIVERS, AND GENERAL SERVICES PERSONNEL**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. The Administrative Division, through the General Services Unit will conduct a Capability Building for Regional Office and Schools Division Office Drivers and General Services Personnel on October 25-26, 2023 at the RELC-NEAP, DepEd Regional Office VIII Compound, Government Center, Candahug, Palo, Leyte.
2. The objectives of the activity are as follows:
  - update on the latest Land Transportation Office (LTO) mandates regarding the vehicle registration process, driving and traffic rules and regulations;
  - present the Department of Energy's (DOE) newest policy regarding sustainable fuel usage and energy conservation;
  - outline requirements and guidelines for fuel consumption report, as well as liquidation for cash advances;
  - orient in proper etiquette and building positive customer service relationships; and
  - share best practices.
3. The participants in this activity for the Regional Office are the Administrative Division OIC-Chief, Supervising Administrative Officer, General Services Unit Staff, and Drivers. The SDO participants are Administrative Officer V and Drivers with the allocation of 4 slots. The attendees shall confirm their registration using this link <http://bit.ly/generalservicescb> on or before Monday, September 18, 2023.
4. The meals and accommodation of the participants shall be charged against General Services Unit Funds, subject to the usual accounting and auditing rules and regulations, while the traveling expenses of the SDO participants shall be charged against their local funds.
5. Immediate dissemination of and compliance with this memorandum is desired.



*[Signature]*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
Website: <https://region8.deped.gov.ph>

Enclosures: None

References: None

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

General Services    Motor ~~Pool~~ Services

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