



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

February 27, 2024

**REGIONAL MEMORANDUM**

No. **235**, s. 2024

**1<sup>ST</sup> QUARTER VIRTUAL CONVERGENCE OF THE HEADS OF THE  
ADMINISTRATIVE SERVICE**

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

1. This Office, through the Administrative Division, shall conduct the 1<sup>st</sup> Quarter Virtual Convergence of the Heads of the Administrative Service on March 26, 2024. The link shall be posted through the Administrative Officer's GC before the start of the activity.
2. The activity aims to provide updates on recent issuances, discuss, and resolve issues and concerns arising therefrom.
3. The participants of this activity are the Chief, Supervising Administrative Officer, Heads of the Units and Sections of the Administrative Division of the Regional Office and their counterparts from the Schools Division Offices.
4. Immediate dissemination and compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

Enclosures: None

References: None

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

ADMINISTRATIVE SERVICE      CONVERGENCE      QUARTERLY

ADMIN-EEC



**PROGRAM**

<b>TIME</b>	<b>ACTIVITY</b>	
8:30 – 9:00	PRELIMINARIES <ul style="list-style-type: none"> <li>• Opening Prayer</li> <li>• DepEd Regional Hymn</li> <li>• DepEd Quality Policy</li> <li>• Acknowledgement of Participants</li> </ul>	MS. EVA D. ROSALES AO V (Personnel)
9:00-9:30	MESSAGE	DR. EVELYN R. FETALVERO CESO IV Regional Director
	STATEMENT OF PURPOSE	DR. ROSEMARIE M. GUINO Chief
9:30-10:00	OVERVIEW OF THE ACTIVITY	MR. ARIEM V. CINCO AO V (Records)
10:00-12:00	BREAK OUT SESSION BY UNIT/ SECION	UNIT/SECTION HEADS
12:00-1:00	LUNCH BREAK	
1:00-4:00	PRESENTATION AND DISCUSSION OF ISSUES AND CONCERNS DISCUSSION	MR. ARIEM V. CINCO Facilitator
4:00-4:30	WRAP-UP/WAYS FORWARD	MS. ELIZABETH E. CABOBOY SAO

EMCEE: MS. APPLE T. REYES  
AO IV (GSU)