



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

May 16, 2025

REGIONAL MEMORANDUM

No. **557** s. 2025

**REGIONAL CAPACITY BUILDING FOR GENERAL SERVICES UNIT (GSU)
FOCAL PERSONNEL IN THE SCHOOLS DIVISION OFFICES (SDOS)**

To: Schools Division Superintendents
All Others Concerned

1. The Department of Education Regional Office VIII, through the Administrative Division – General Services Unit (AD-GSU), will conduct a Regional Capacity Building for General Services Unit (GSU) Focal Personnel on June 24–26, 2025. The venue will be announced in a separate issuance.

2. This activity aims to strengthen the competencies of designated GSU focal persons from all SDOs in Region VIII, focusing on the following key areas:

- Facilities and Infrastructure Management
- Safety and Security Oversight
- Transportation and Vehicle Management
- Utilities Monitoring
- Sharing of best practices

3. Each SDO is requested to recommend two (2) GSU focal persons who are officially designated through a Special Order (SO) to participate in this face-to-face training. A copy of the Special Order (SO) must be uploaded upon registration.

4. All participants must register through the following link: <https://bit.ly/regionalCBforGSU>. The deadline of registration is on or before May 31, 2025.

5. A registration fee of ₱6,000.00 per participant shall be collected to cover expenses for the venue, board and lodging, meals, and training materials.


6. Transportation, accommodation, and other incidental expenses including the registration fee of the participants shall be charged against local funds 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.




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Enclosures: None

References: None

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

CAPACITY BUILDING GENERAL SERVICES FOCAL PERSON

AD-GSU-ATR