



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

May 20, 2025

REGIONAL MEMORANDUM

No. **565** s. 2025

**2ND QUARTER CONVERGENCE-CUM-CAPACITY BUILDING OF HEADS OF THE
ADMINISTRATIVE SERVICE OF THE REGIONAL OFFICE, SCHOOLS
DIVISION OFFICES AND IMPLEMENTING UNITS**

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

1. This Office, through the Administrative Division, will conduct its **2nd Quarter Convergence-cum-Capacity Building of the Heads of the Administrative Service of the Regional Office, Schools Division Offices and Implementing Units on June 24-26, 2025**, *exclusive of travel time*, to be hosted by Borongan City Division. The venue shall be announced in a separate issuance.

2. The activity aims to:

- a. Provide updates on the latest issuances of the Central Office and other oversight agencies;
- b. Benchmark innovation of SDO Borongan City on Document Tracking System; and
- c. Discuss and resolve issues and concerns relative to the implementation of administrative policies in all governance level.

3. The participants are the following:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief, SAO, Unit/Section Heads	8
SDO	AO V AO IV (HRMO, Records, Supply, Cashier) AO II (Payroll-In-Charge)	6 per SDO
IU	AO IV AO II AO I (Cashier, Supply)	4 per IU
Senior High School	AO/School Registrar	1 per SHS

4. A registration fee of **Two Thousand Five Hundred Pesos (P2,500.00)** shall be collected from each participant to defray expenses for the meals (lunch and 2 snacks) and other training expenses payable to the host Division. The first meal is morning snacks of June 24, 2025 and last meal is afternoon snacks of June 26, 2025.




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



5. The participants shall confirm their attendance **not later than May 30, 2025** thru email at **gilberto.gapud@deped.gov.ph**. The confirmed participants who fail to attend shall still pay the registration fee.
6. Transportation, accommodation and other incidental expenses including the registration fee of the participants shall be charged against 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 III
Regional Director *9/8*

Enclosures: Confirmation Slip

References: None

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

ADMINISTRATIVE OFFICERS
CAPACITY BUILDING
QUARTERLY CONVERGENCE

AD-EEC

Enclosure to RM No. _____, S. 2025

CONFIRMATION SLIP

Date

DR. EVELYN R. FETALVERO, CESO III

Regional Director
DepEd RO VIII,
Palo, Leyte

Madam:

This is to respectfully confirm attendance to the 2nd Quarter Convergence-Cum-Capacity Building of the Heads of the Administrative Service of the RO, SDOs and IUs of the following personnel:

NAME	POSITION / DESIGNATION	SCHOOL / DIVISION

Thank you.

(Name and Position)
School/SDO