

1027



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

August 20, 2025

REGIONAL MEMORANDUM

No. **1027**, s. 2025

4TH QUARTER CONVERGENCE OF THE HEADS OF THE ADMINISTRATIVE SERVICE OF THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICE AND IMPLEMENTING UNITS

To: Schools Division Superintendents
School Heads of IUs
All Others Concerned

1. This Office, through the Administrative Division, shall conduct the **4th Quarter Convergence of the Heads of the Administrative Service of the Regional Office, Schools Division Offices (SDOs) and Implementing Units (IUs) on October 28-30, 2025, exclusive of travel time**, at a venue to be announced in a separate issuance. This quarter's event shall be hosted by the Northern Samar Division.
2. The activity aims to present and discuss the accomplishments of the Schools Division Offices including that of the Implementing Units and to resolve issues and concerns arising therefrom.
3. Each SDO shall prepare and present its report highlighting its accomplishments in the implementation of the administrative policies and its deliverables for 2025.
4. The participants are as follows:

| OFFICE | PARTICIPANTS | TOTAL |
|-----------------|---|-----------|
| Regional Office | Chief SAO AO V (Personnel, Supply, Cash and Records) AO IV (GSU and Procurement) | 8 |
| SDO | AO V AO IV (HRMO, Cash, Records, Supply) Payroll-In-Charge | 6 per SDO |
| IU | AO IV AO I (Supply, Cash) | 3 per IU |
| SHS | AO/School Registrar | 1 per SHS |

5. A registration fee of **Two Thousand Eight Hundred Pesos (P2,800.00)** shall be collected from each participant to defray expenses for the meals (AM and PM snacks, and lunch) and other training expenses, payable to the host division.



6. The participants are required to register and confirm their attendance through email at **michele.caguimbal@deped.gov.ph** and thru this link <https://forms.office.com/r/zJFUhwM5hX?origin=lprLink> not later than September 26, 2025. No walk-in participants shall be accommodated. Cancellation of attendance shall not be allowed if made after September 20, 2025; otherwise, the confirmed participants requesting for cancellation of attendance shall still be required to pay the registration fee.
7. 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.
8. Immediate dissemination of and compliance with this Memorandum are desired.



RONALO AL K. FIRMO CESO IV
Assistant Regional Director
Office-In-Charge
Office of the Regional Director

Enclosures: None

References: None

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

ADMINISTRATIVE OFFICERS
QUARTERLY CONVERGENCE

AD-EEC