



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

January 14, 2026

REGIONAL MEMORANDUM

No. **64**, s. 2026

1ST QUARTER CONVERGENCE-CUM-CAPACITY BUILDING 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 **1st Quarter Convergence-cum-Capacity Building of the Heads of the Administrative Service of the Regional Office, Schools Division Office (SDO) and Implementing Units (IUs) on March 17-19, 2026, exclusive of travel time**, at Ibabao Hall, Provincial Capitol, Brgy. Dalakit, Catarman, Northern Samar, to be hosted by Northern Samar Division.

2. The activity aims to:
- provide updates on DepEd and COA rules on Overtime Pay, Wellness Leave and other current issuances;
 - orient participants on salient provisions of Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018;
 - discuss issues and concerns on the implementation of the Expanded Career Progression.

3. 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, Procurement) Payroll-In-Charge	7 per SDO
IU	AO IV AO I (Supply, Cash)	3 per IU
SHS	AO/School Registrar	1 per SHS

4. 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. The first meal is morning snacks on March 17, 2026 and last meal is afternoon snacks on March 19, 2026.

5. The participants are required to register and confirm their attendance through email at michele.caguimbal@deped.gov.ph not later than February 20, 2026. No walk-in participants shall be accommodated. Cancellation of attendance shall not be allowed if made after said date, otherwise, they shall still be required to 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.

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

