



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

6282

July 23, 2026

REGIONAL MEMORANDUM

No. **948** s.2026

**3rd QUARTER CONVERGENCE-CUM-CAPACITY BUILDING OF THE 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. To further enhance the knowledge, skills, and competencies of the Heads of the Administrative Service and ensure the timely dissemination of policies, guidelines, and other relevant issuances, this Office, through the Administrative Division, shall conduct the **3rd Convergence-cum-Capacity Building of the Heads of the Administrative Service of the Regional Office, Schools Division Offices (SDOs), and Implementing Units (IUs) on September 22-25, 2026 (inclusive of travel time)**, to be hosted by the **Schools Division of Biliran**. The venue shall be announced in a separate issuance.

2. The activity aims to:

- Provide updates on the latest issuances, policies and guidelines of the Central Office and other oversight agencies;
- Strengthen the capacity of the participants in the effective utilization of the Program Management Information System (PMIS) in their respective offices;
- Showcase and share the best practice/s of Biliran Division on digital transformation initiatives and process innovations; and
- Discuss and address issues, concerns and emerging challenges encountered by the SDOs and IUs in the delivery of administrative services.

3. The participants to the activity are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office	Chief, SAO, AO V (AMS, Cash, Personnel, Records) and AO IV (GSU, Procurement)	8
SDO	AO V, AO IV (Cash, Personnel, Procurement, Records and Supply) AO II (Payroll)	7 per SDO
IU	AO IV AO II AO I (Cash, Supply)	4 per IU

4 Each participant shall pay a **registration fee of Two Thousand Pesos (P2,000.00)** to the host division to cover the cost of **lunch and two snacks (morning and afternoon)** for the duration of the activity and other training-related expenses. The registration fee shall be charged against the participants' **local funds/MOOE**, subject to the usual accounting and auditing rules and regulations. The first meal to be served shall be the **morning snack on September 23, 2026**, while the last meal shall be the **afternoon snack on September 24, 2026**.

5. All participants are required to confirm their attendance by sending an email to **nanette.pla@deped.gov.ph** not later than **August 14, 2026 (Friday)** using the attached confirmation slip. The participants are also requested to register thru google form: **bit.ly/q3adminconvergence**. Cancellation of confirmed attendance after the said date shall not be allowed. Participants who cancel beyond the deadline shall pay the corresponding registration.

6. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: Confirmation slip

References: None

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

ADMINISTRATIVE OFFICERS
QUARTERLY CONVERGENCE

AD-EEC



Attachment
RM No. _____ s. 2026

CONFIRMATION SLIP

_____ (Date) _____

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director
DepEd Regional Office VIII
Candahug, Palo, Leyte

Sir:

In compliance to the Regional Memorandum No. _____ s. 2026, may I respectfully submit the confirmed participants for the **3rd QUARTER CONVERGENCE-CUM-CAPACITY BUILDING OF THE HEADS OF THE ADMINISTRATIVE SERVICE OF THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND IMPLEMENTING UNITS** on September 22 - 24, 2026 to wit:

NAME	POSITION	SCHOOL/DIVISION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Thank you.

Very truly yours,

Schools Division Superintendent