



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024-0159

To : Assistant Schools Division Superintendent  
**RAUL E. GACUS**, Administrative Officer V  
**NEO CARLO R. MAGNO**, Administrative Officer IV/ Personnel Unit  
**NORPINANG N. PAGAGAO**, Administrative Officer IV/ Records Unit  
**KATHRYN GAE D. JAYOMA**, Administrative Officer IV/ Cashier Unit  
**MAYA FLAMINDA G. JUANICH**, Administrative Officer IV/ Supply Unit  
**JENECES GRACE L. BUCAN**, Administrative Officer II/ Payroll Unit  
All Concerned

Subject: **2024 ADMINISTRATIVE SERVICE CONVERGENCE**

Date : November 18, 2024

Attached is the Regional Memorandum No. AD2024-210 dated November 14, 2024, re: 2024 Administrative Service Convergence on December 10-11, 2024, at Davao City (venue to be identified).

In line with this, you are hereby directed to attend the said activity.

Travel, meals, and incidental expenses related to the attendance of the above meeting shall be charged to the Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.

For information, guidance, and attendance.

**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

<sup>and</sup>  
For in the absence of the Schools Division Superintendent:

**GLENN B. SEPARIS, CPA, MBA**  
Accountant III

**RELEASED**

Enclosed: as stated  
OSDS/jglb

**NOV 18 2024**



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph



RS. 41872



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

November 14, 2024

REGIONAL MEMORANDUM  
 AD-2024-210

2024 ADMINISTRATIVE SERVICE CONVERGENCE

To: Schools Division Superintendents  
 Chief Administrative Officer - AD

1. The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services. In view of the continuous improvement and to strengthen the efficiency of the AD in the delivery of administrative services, this Office will conduct a coordination activity with Schools Division Office counterparts, in order to align strategies and synchronize efforts to achieve the common objectives and goals of the Department, thus, 2024 Administrative Service Convergence, with the theme "Connecting and Streamlining for Success: Enhancing Efficiency in Administrative Services," will be conducted on December 10-11, 2024 within Davao City (venue to be identified).
2. The 2-day activity aims to:
  - a. Provide updates on the Administrative Services;
  - b. Discuss the AD Quality Management System Planning Documents;
  - c. Gather feedback and concerns from the SDOs; and
  - d. Plan for future activities of Administrative Division.
3. The list of identified participants, program of activities and administrative arrangements are attached as enclosures, for reference.
4. Meals and accommodation shall be charged to Regional Office AD Funds, while travel expenses shall be charged to SDO local funds subject to the usual accounting and auditing rules and regulations.
5. For clarifications and concerns, coordinate with Janice T. Gamalong, Supervising Administrative Officer, Administrative Division through [admin.region11@deped.gov.ph](mailto:admin.region11@deped.gov.ph) or (082) 225-0816.
6. For information and compliance.

DEPARTMENT OF EDUCATION - RO,  
 RECORDS SECTION

**RELEASED**

ALLAN G. FARNAZO  
 Director IV

Enclosed: As stated Date: Nov. 15, 2024

ROA2/jtg

41872



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 Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
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**Department of Education**  
DAVAO REGION

Enclosure 1 – List of Identified Participants

**LIST OF PARTICIPANTS**

Office	Participants
Schools Division Office	(1) AO V - Admin (1) AO IV – Personnel Unit (1) AO IV – Records Unit (1) AO IV – Cash Unit (1) AO IV – Asset Mgt. Unit (Supply) (1) Payroll Master – Personnel Unit  Total = 6 per SDO (6 x 11 = 66)
Regional Office	(3) OCAO – CAO, SAO, AdAs I (3) Personnel Section – AO V, AO IV, TCE III (2) Records Section – AO V, AdA II (2) Cash Section – AO V, AdAs I (2) Asset Mgt. Section – AO V, AO I (2) General Services Unit – AO IV, AdAs III (2) Procurement Unit – AO IV, AO II (1) Payroll Services Unit – AdAs VI  Total = 17





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Enclosure 2 – Program of Activities

**2024 ADMINISTRATIVE SERVICE CONVERGENCE**

December 10-11, 2024  
(within Davao City)

**PROGRAM OF ACTIVITIES**

Day and Time	Activity	In-charged
<b>Day 1:</b> <b>December 10, 2024</b>		
8:00 AM – 10:00 AM	Arrival/Registration	Personnel Section
10:00 AM – 10:30 AM	Opening Program	AVP
10:30 AM – 12:00 NN	Plenary Session 1 ▪ AD Performance Overview	Dr. Roy T. Enriquez CAO, AD
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:45 PM	Plenary Session 1 ▪ Topic 1 - ARTA/ Ease of Doing Business / Citizen Charter/ Customer Delight	Invited Resource Speaker
2:45 PM – 4:45 PM	Plenary Session 1 ▪ Topic 2 - Quality Management System (QMS); Internal Quality Audit	Invited Resource Speaker
4:45 PM – 6:00 PM	Break/preparation for evening session	
6:00 PM – 9:00 PM	Dinner and Recognition/ Socialization Night	
<b>Day 2:</b> <b>December 11, 2024</b>		
	Breakout Sessions by Section/Unit	Section/Unit Heads
8:30 AM – 9:30 AM	▪ QMS Planning Docs/Operations Manual	
9:30 AM – 10:30 AM	▪ Special topics per Section/Unit	
10:30 AM – 12:00 NN	Plenary Session 2 ▪ Election of Officers ▪ Ways Forward ▪ Closing Program	OCAO
12:00 NN – 1:00 PM	Lunch	
	<i>Egress of Participants</i>	





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**Enclosure 3 – Administrative Arrangements**

1. All participants are required to fill-out the information sheet on or before November 22, 2024 through <https://bit.ly/ADConvergence2024>.
2. Meals and Accommodation Arrangements:

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Accommodation
Day 1: December 10, 2024		/	/	/	/	/
Day 2: December 11, 2024	/	/	/			