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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0021

TO : Assistant Schools Division Superintendent
Chief Curriculum Implementation Division
Chief Schools Governance and Operations Division
Raul E. Gacus, Administrative Officer V
Neo Carlo R. Magno, Administrative Officer IV
Kathryn Gae D. Jayoma, Administrative Officer IV
Maya Flaminda G. Juanich, Administrative Officer IV
Norpining N. Pagagao, Administrative Officer IV
Jeneces grace L. Bucan, Administrative Officer II

SUBJECT: **ADMINISTRATIVE SERVICE CONVERGENCE**

DATE : February 17, 2025

Attached is the Regional Memorandum No. AD-2025-018 dated February 6, 2025, re: Administrative Service Convergence with the theme "*Connecting and Streamlining for Success: Enhancing Efficiency in Administration Service.*" will be conducted on February 27-28, 2025, at Davao City (venue to be identified).

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 and guidance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

FEB 17 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: As stated
OSDS/RS/reg/nnp



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.



RS 45240



Republic of the Philippines
Department of Education
DAVAO REGION

February 6, 2025

REGIONAL MEMORANDUM
AD-2025-018

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, Administrative Service Convergence, with the theme **"Connecting and Streamlining for Success: Enhancing Efficiency in Administrative Services,"** will be conducted on February 27-28, 2025 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 or (082) 291-0051.
6. For information and compliance.

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION

RELEASED

ALLAN G. FARNAZO
Director IV

Enclosed: As stated

ROA2/jtg

Feb. 07, 2025
45240



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedoxi.ph





Republic of the Philippines
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 II (2) Records Section – AO V, AdA II (2) Cash Section – AO V, AdA VI (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

ADMINISTRATIVE SERVICE CONVERGENCE

February 27-28, 2025
(within Davao City)

PROGRAM OF ACTIVITIES

Day and Time	Activity	Person In-charge
Day 1: February 27, 2025		
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	
Day 2: February 28, 2025		
	Breakout Sessions by Section/Unit	Section/Unit Heads
8:30 AM – 9:30 AM	▪ Operations Manual	
9:30 AM – 10:30 AM	▪ Special topics per Section/Unit ▪ Election of Officers	
10:30 AM – 12:00 NN	Plenary Session 2 ▪ 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 February 14, 2025 through <https://bit.ly/ADConvergence>.
2. Meals and Accommodation Arrangements:

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Accommodation
Day 1: February 27, 2025		/	/	/	/	/
Day 2: February 28, 2025	/	/	/			