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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  
Norpinang 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](mailto: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](mailto:admin.region11@deped.gov.ph) or (082) 291-0051.
6. For information and compliance.

DEPARTMENT OF EDUCATION RUA  
RECORDS SECTION  
**RELEASED**

ALLAN G. FARNAZO  
Director IV

Enclosed: As stated

ROA2/jtg

Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)





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

Enclosure 1 – List of Identified Participants

## LIST OF PARTICIPANTS

Office	Participants
Schools Division Office	<ul style="list-style-type: none"> <li data-bbox="664 742 1134 760">(1) AO V - Admin</li> <li data-bbox="664 760 1134 778">(1) AO IV - Personnel Unit</li> <li data-bbox="664 778 1134 796">(1) AO IV - Records Unit</li> <li data-bbox="664 796 1134 811">(1) AO IV - Cash Unit</li> <li data-bbox="664 811 1134 829">(1) AO IV - Asset Mgt. Unit (Supply)</li> <li data-bbox="664 829 1134 847">(1) Payroll Master - Personnel Unit</li> </ul>
	<p data-bbox="623 885 1037 903">Total = 6 per SDO (6 x 11 = 66)</p>
Regional Office	<ul style="list-style-type: none"> <li data-bbox="664 938 1222 954">(3) OCAO - CAO, SAO, AdAs I</li> <li data-bbox="664 954 1222 972">(3) Personnel Section - AO V, AO IV, TCE II</li> <li data-bbox="664 972 1222 990">(2) Records Section - AO V, AdA II</li> <li data-bbox="664 990 1222 1007">(2) Cash Section - AO V, AdA VI</li> <li data-bbox="664 1007 1222 1025">(2) Asset Mgt. Section - AO V, AO I</li> <li data-bbox="664 1025 1222 1043">(2) General Services Unit - AO IV, AdAs III</li> <li data-bbox="664 1043 1222 1059">(2) Procurement Unit - AO IV, AO II</li> <li data-bbox="664 1059 1222 1077">(1) Payroll Services Unit - AdAs VI</li> </ul>
	<p data-bbox="623 1208 757 1226">Total = 17</p>



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Enclosure 2 – Program of Activities

**ADMINISTRATIVE SERVICE CONVERGENCE**

February 27-28, 2025

(within Davao City)

**PROGRAM OF ACTIVITIES**

<b>Day and Time</b>	<b>Activity</b>	<b>Person In-charge</b>
<b>Day 1:</b> <b>February 27, 2025</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 <ul style="list-style-type: none"> <li>▪ AD Performance Overview</li> </ul>	Dr. Roy T. Enriquez CAO, AD
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:45 PM	Plenary Session 1 <ul style="list-style-type: none"> <li>▪ Topic 1 - ARTA/ Ease of Doing Business / Citizen Charter/ Customer Delight</li> </ul>	Invited Resource Speaker
2:45 PM – 4:45 PM	Plenary Session 1 <ul style="list-style-type: none"> <li>▪ Topic 2 - Quality Management System (QMS); Internal Quality Audit</li> </ul>	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>February 28, 2025</b>		
8:30 AM – 9:30 AM	Breakout Sessions by Section/Unit <ul style="list-style-type: none"> <li>▪ Operations Manual</li> </ul>	Section/Unit Heads
9:30 AM – 10:30 AM	<ul style="list-style-type: none"> <li>▪ Special topics per Section/Unit</li> <li>▪ Election of Officers</li> </ul>	
10:30 AM – 12:00 NN	Plenary Session 2 <ul style="list-style-type: none"> <li>▪ Ways Forward</li> <li>▪ Closing Program</li> </ul>	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	/	/	/			