



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**

OSDS-2025- 059

**To :** FRANCIS JUDE D. ALCOMENDRAS – AO V  
REGIE V. CLEMENTE – ADAS III (HR)  
SHEEN A. ASARAK – AO II (CASH)  
MARK JASON C. MABINI – ADAS III (RECORDS)  
HAIDI B. ESCALONA – AO II (SUPPLY)  
GUY R. MARA-ASIN – AO II (PAYROLL MASTER)

**Subject :** Administrative Service Convergence

**Date :** 13 February 2025

1. This has reference to the REGIONAL MEMORANDUM numbered AD-2025-018 issued on February 5, 2025 by Allan G. Farnazo, Director IV, Department of Education Region XI Office, Davao City, informing the field of the Administrative Service Convergence on February 27-28, 2025 at DepEd NEAP XI, Davao City with the theme: *“Connecting and Streamlining for Success: Enhancing Efficiency in Administrative Services.”*
2. In relation to this, identified participants are hereby directed to attend the said convergence on the abovestated date and venue.
3. 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.
4. For immediate dissemination and strict compliance.

**MELANIE P. ESTACIO, Ph.D., CESO VI**  
Schools Division Superintendent

For and in the absence of the  
Schools Division Superintendent:

*Melanie P. Estacio 2/13/25*  
**SOLLIE B. OLIVER, JD, MATE**  
Chief Education Program Supervisor-SGOD  
Officer-in-Charge *f*

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: FEB 14 TIME: 1:40 PM

BY: *[Signature]*



RS 45240



Republic of the Philippines  
Department of Education  
DAVAO REGION

DepEd Schools Division of Digos City  
RECORDS SECTION  
RECEIVED  
DATE: 000 FEB 2025  
TIME: 1:53

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  
RECORDS SECTION  
RELEASED

ALLAN G. FARNAZO  
Director IV

Enclosed: As stated

ROA2/jtg

TV: / Feb. 07, 2025  
Time: /  
45240



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.depedoxi.ph](http://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



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





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

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
<b>Day 1: 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 ▪ 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: February 28, 2025</b>		
Breakout Sessions by Section/Unit		
8:30 AM – 9:30 AM	▪ Operations Manual	Section/Unit Heads
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>	



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





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

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	/	/	/	/	/	/



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)



RS 43236



Republic of the Philippines  
Department of Education  
DAVAO REGION

DepEd Schools Division of Digos City  
RECORDS SECTION  
RECEIVED  
DATE: 16 DEC 2024  
TIME: 11:33  
BY: [Signature]

December 11, 2024

REGIONAL MEMORANDUM  
AD-2024-225

NEW SCHEDULE FOR ADMINISTRATIVE SERVICE CONVERGENCE

To: Schools Division Superintendents  
Chief Administrative Officer - AD

1. In reference to Regional Memorandum AD-2024-219 dated November 25, 2024 relative to the Change of Schedule for 2024 Administrative Service Convergence, this Office through the Administrative Division announces the cancellation of the activity on December 13-14, 2024.
2. Anent to this, the Administrative Service Convergence activity will be conducted on February 2025. A separate memorandum will be issued relative to the new specific schedule and venue of the activity.
3. For information and compliance.

ALLAN G. FARNAZO  
Director IV

[Handwritten Signature]

DEPARTMENT OF EDUCATION DAVAO  
RECORDS SECTION  
RELEASED

BY: [Signature]  
DATE: Dec. 16, 2024

Enclosed: As stated

ROA2/jtg



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedoxi.ph



KS-42403



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


November 25, 2024

REGIONAL MEMORANDUM  
AD-2024-219

CHANGE OF SCHEDULE FOR 2024 ADMINISTRATIVE  
SERVICE CONVERGENCE

To: Schools Division Superintendents  
Chief Administrative Officer - AD

1. In reference to Regional Memorandum AD-2024-210 dated November 14, 2024 relative to the conduct of 2024 Administrative Service Convergence, this Office through the Administrative Division announces the new schedule of the activity from December 10-11, 2024 to **December 13-14, 2024** within Davao City (venue to be identified).
2. Attendance during weekend (Day 2) shall be given Compensatory Off Credit (COC).
3. Other details in the Regional Memorandum AD-2024-201 remain in effect.
4. For information and compliance.

  
**REBONFAMIL R. BAGUIO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

Enclosed: As stated  
ROA2/jtg

DEPARTMENT OF EDUCATION ROXI  
 RECORDS SECTION  
**RELEASED**  
 Date: 11-26-24 File No: 42403



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depedroxi.ph





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 (AO)

1. The Administrative Division (AD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services. In view of the continuous improvement aim 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. Gamalung, 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 assistance.

RECEIVED  
 RELEASED

ALLAN G. FERNANZO  
 Director IV

Enclosed: As stated 10 tel

11/14/24





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

Enclosure 1 - List of Identification Participants

**LIST OF PARTICIPANTS**

Office	Participants
Schools Division Office	(1) AO V - Admin (1) AO IV - Personnel Unit (1) AO V - 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	(1) DCAO - CAO, SAO, AdAs I (1) Personnel Section - AO V, AO IV, TCE III (1) Records Section - AO V, AdA II (1) Cash Section - AO V, AdAs I (1) Asset Mgt. Section - AO V, AO I (1) General Services Unit - AO IV, AdAs III (1) Procurement Unit - AO IV, AO II (1) Payroll Services Unit - AdAs VI  Total = 17



Address: J. Thomas St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email: [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 2 - Program of activities

**2024 ADMINISTRATIVE SERVICE CONVERGENCE**

December 10-11, 2024

at the Davao City

**PROGRAM OF ACTIVITIES**

Day and Time	Activity	In-charge
<b>Day 1: 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 • All Participants Overview	Dr. Roy T. Enriquez CSO, AD
12:00 NN - 1:00 PM	Lunch	
1:00 PM - 2:45 PM	Plenary Session 1 • Topic 1 - CHQ/ 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	Amusement/Recreation/ Networking/Event	
<b>Day 2: December 11, 2024</b>		
	Breakdown of reports by Section/Unit	Section/Unit Heads
8:30 AM - 9:30 AM	• 2024 Planning Docs/Operations Meeting	
9:30 AM - 10:30 AM	• Report topics per Section/Unit	
10:30 AM - 12:00 NN	Plenary Session 2 • Election of Officers • Workshop • Closing Program	OCAO
12:00 NN - 1:00 PM	Lunch	
	Signing of agreements	



Address: 100 River St., Davao City (8000)  
 Telephone Nos. (802) 291-1665; (802) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depdedr11.ph





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

Enclosure 3 - Administrative Arrangements

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

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



Address: F. Torres St., Davao City (8000)  
Telephone Nos. (082) 291-1665, (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroi.ph

