

Department of Education

Region XI SCHOOLS DIVISION OF DIGOS CITY Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT DIVISION MEMORANDUM

OSDS-2025-

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. ESCALON A - 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:

SOLLIE B. OLIVER, JD, MATE

Chief Education Program Supervisor-SGOD

Officer-in-Charge

Jeped Schools Division of Digos City
RECORDS SECTION

DATE: FEB 4 TIME: DATA



Department of Education

DAVAO REGION

February 6, 2025

RECORDS SECTION

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.

RECORDS SECTION

RELEASED

ALLAN G. PARNAZO

Enclosed: As stated

ROA2/jtg

45240

Address: F. Torres St., Davao City (8000)

Telephone Nos.: (082) 291-0051

Email Address: region11@deped.gov.ph Website: www: www.depedroxi.ph





Department of Education DAVAO REGION

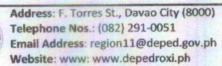
Enclosure 1 - List of Identified Participants

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			











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	
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	
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		
:45 PM - 4:45 PM Plenary Session 1 Topic 2 - Quality Management Syst (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	18 卷题	
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	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	NE BOTAL SE	
	Egress of Participants		





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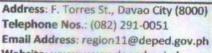
Department of Education

DAVAO REGION

Enclosure 3 - Administrative Arrangements

- 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		1	1	1	1	1
Day 2: February 28, 2025	1	1	1			



Website: www.depedroxi.ph



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Republic of the Philippines

Department of Education

DAVAO REGION

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TIME 11:33

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

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Enclosed: As stated

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Enclosed: As stated





Address: F. Torres St., Davao City (8000)
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Website: www.depedroxi.ph



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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.

Director III
Officer-In-Charge
Office of the Regional Director

Enclosed: As stated

ROA2/jtg







Address F Torres St., Davao City (8000)
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Examples of the Philippines

Department of Education

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November 14, 2024

REGIONAL MEMORANINIME ALI 2024-210

2024 AUMINISTRATIVE SERVICE CONVERGENCE

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- 5. For classications and represents coordinate with Jamice T. Gemolong, Supervising Administrative Division through admin region I Ladeped gas where kin2) 225-0816.

For information and uniquest

ALLAN C. FARNAZO Distribut IV

Enclosed. As stated to tel

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Enclosure 1 - List of Identified Managants

LIST OF PARTICIPANTS

Office
Schools Division Office

The Art by - Cash Unit (Supply) - Asset Mgt. Unit (Supply) (Supply) - Personnel Unit

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Regional Office SCAO - CAO, SAO, AdAs I

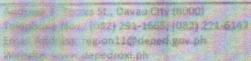
Freedom - AO V, AO IV, TCE III
in records Section - AO V, AdA II
in tasks Section - AO V, AdAs I
is asset Mgr. Section - AO V, AO I
is asset Mgr. Section - AO V, AO I

Pocutement Unit - AO IV, AO II

Named II











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Enclosure 2 - Program of octobries

2024 ADMINISTRATIVE SERVICE CONVERGENCE

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PROGRAM OF ACTIVITIES

Day and Time	Activity	In-charged
Day 1: December 10, 2024		
8 00 AM - 10:00 AM	A TEST PERSONALIST	Personnel Section
10:00 AM - 10:30 AM	Openingstruggen	AVP
10:30 AM - 12:00 NN	Faculty Session 1 * 405 System out Everylew	Dr. Roy T. Enriques
12:00 NN - 1:00 PM	Leading	
1.00 PM - 2:45 PM	Proper Section 1 Final Contract Contract Charter / Continues / Citien Charter / Continues Delight	Invited Resource Speaker
2454W -445 PM	Consequences of the Consequence of System (1994). Internal Quality	Invited Resource Speaker
4.48 PM - 6:00 PM	tores, propagation for evening session	
6.00 FM - 9.00 PM	Services and Engineer/	
Day 2:		
December 11, 2024	fitted was be yours by Section/Unit	Section/Unividually
S:30 AM - 9:30 AM	* 1260% Blooming Units/Operations	
9:30 AM - 10:30 AM	Second opposite Section/Unit	
10:30 AM = 12:90 NN	Chester Williams Continues Rate Programmes Williams Williams Continues Chester Workship Continues Chester Workship Continues Chester Workship Continues	ocan A
12.00 NN - 1.00 PM	Luses	
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Enclosure 3 - Administration as a suppresents

- i. All participants are an absence hill-out the information sheet on or before November 22, 2020 three-to-https://bit.ly/ADConvergence2024
- 2. Meals and Accommunistrati Accompensents:

Date	Dressine	10/0 10/0 150 am NE	Lunch	PM Snecks	Dinner	Accermonates
Day 1 December 10, 2024						
Cay 2 Decamber 11, 2024			1			







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