



Republic of the Philippines
Department of Education
REGION VIII
SCHOOL DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM No. 473 s. 2023

DATE : August 8, 2023

TO : Administrative Officer II-Elem. Schools
Records Officer, Supply Officer, Division HRMO
Budget Officer III
Planning Officer III
ALL OTHERS CONCERNED

SUBJECT : **YEAR-END CONFERENCE WITH ELEMENTARY SCHOOLS ADMINISTRATIVE OFFICERS II
CUM: CAPACITY BUILDING AND PERFORMANCE REVIEW AND EVALUATION**

1. To ensure the uniformity and consistency in the interpretation and implementation of DepEd issued policies and guidelines, this Division thru the office of Administrative Officer V for Admin. Services will conduct a **YEAR- END CONFERENCE WITH ELEMENTARY SCHOOLS ADMINISTRATIVE OFFICERS II CUM: CAPACITY BUILDING AND PERFORMANCE REVIEW AND EVALUATION** on **December 12-15.2023** Venue will be announced in a separate memo.
2. The activity aims to enhance the knowledge and skills of the participants on how to maintain positive mindset in the workplace, provide an update on the most recent issuances in the context of current development of ONE DEPED, ONE QMS POLICY of the Department and discuss issues and concerns in the school governance level relative to the implementation of administrative programs and policies.
3. Further, the participants will perform the following;
 - a. **Presentation of CY 2023 Accomplishments per AO2,**
 - b. **Crafting and Presentation of CY 2024 AIP**
 - c. **Status on Updating of Personnel Records,**
 - d. **Status on Updating of PPE Records,**
4. The Participants for the said activity are the following;

OFFICE	PARTICIPANTS	NO
SDO	AO V-GASU, AO V-BUDGET, AO IV-SUPPLY, AO IV RECORDS, AO IV-HRMO, AO 2-PAYROLL, PLANNING OFFICER III & 3 Secretariat	11
Schools	Admin. Officer II	36
TOTAL NO. OF PARTICIPANTS		47

8/11/23
4:29



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5. Workshop and other incidental expenses incurred in the conduct of this activity, including but not limited to venue, meals and snacks, supplies and materials be charged to 2023 Division MOOE, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination and compliance of this memorandum to all concerned division personnel are earnestly desired.

JUDELLA R. LUMPAS, Ed.D., CESO VI
Schools Division Superintendent



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Enclosure No. 1

I. Expected Number of Participants:

	No. of Participants
Division AO V- Admin. Services	1
Division Supply Officer	1
Division Records Officer	1
Division HRMO	1
Division Planning Officer III	1
Division Budget Officer III	1
Administrative Officer II-SDO Payroll	1
Administrative Officer II-Elem.	36
Secretariat	3
Total	47

II. Budgetary Requirements:

3 days live-in activity with Food, Venue and Accommodation;

Day 0 Dinner 47 Pax x 1000 = Php 47,000.00

Day 1 Lunch and PM Snack, Dinner 47 Pax x Php 2,000 = Php 94,000.00

Day 2 Breakfast, AM & PM Snacks, Lunch & Dinner 47 Pax x 2,000 = Php 94,000.00

Day 3 Breakfast, AM & PM Snacks & Lunch 47 Pax x Php 1,000 = Php 47,000.00

TOTAL **Php 282,000.00**

Prepared by:

Francisco A. Anchojas
FRANCISCO A. ANCHOJAS
Administrative Officer V

Allotment Available:

Rodel R. Naval
RODEL R. NAVAL
Budget Officer III

Funds Available:

Maria Nessa L. Homeres
MARIA NESSA L. HOMERES
Accountant III

Approved:

Judella R. Lumpas
JUDELLA R. LUMPAS, Ed.D., CESO VI
Schools Division Superintendent