



Republic of the Philippines  
**Department of Education**  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

March 18, 2024

**DIVISIONAL MEMORANDUM**

No. 232, s. 2024

**CONVERGENCE MEETING RE: PRESENTATION OF DRAFT IPCRF OF AO II  
with CONSIDERATION OF DEPED ORDER 002, s. 2024**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
DIVISION ADMINISTRATIVE OFFICER V  
PLANNING OFFICER III  
SCHOOL HEADS  
36 ADMINISTRATIVE OFFICERS II ( AO II)  
All Concerned

1. In compliance with DepEd Order 002, s. 2024 entitled “Immediate Removal of Administrative Task of Public School Teachers”, this Office informs the field of the conduct of a one (1) day Convergence to discuss the said DepEd Order on **March 25, 2024, from 8:00 AM to 5:00 P.M.** at the San Fernando Central School, Gabaldon Building.
2. The activity aims to accomplish the following:
  - a. Present and Finalize the IPCRF of AO II with consideration of D.O.002 s,2024
  - b. Establish uniformity of tasks for all concerned in all schools of this Division.
  - c. Other Matters
3. Participants in this gathering are the Thirty-Six (36) Administrative Officers II (AO II) assigned to schools of SDO Tacloban City.
4. Participants are advised to bring a copy of their KRA for reference.
5. Expenses such as Snacks (AM and PM) and Lunch to be served during the said activity and other expenses incurred relative to the conduct of the said activity shall be charged to Division MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
6. Immediate dissemination and compliance with this Memorandum are highly desired.



*Sherlita A. Palma*  
**SHERLITA A. PALMA, EdD., CESO VI**  
OIC-Schools Division Superintendent