



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF TACLOBAN CITY  
Tacloban City



May 27, 2024

**DIVISION MEMORANDUM**

No. 402, Series of 2024

**HOSTING OF THE 2<sup>ND</sup> QUARTER CONVERGENCE -CUM-CAPABILITY  
BUILDING OF THE ADMINISTRATIVE OFFICERS OF THE  
ADMINISTRATIVE SERVICE OF DEPED REGION VIII**

**TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
School Heads (Elementary and Secondary)  
Section Heads  
Administrative Officer V, AO IV, AO II  
All Others Concerned**

1. The School Division of Tacloban City is the host of the 2<sup>nd</sup> Quarter Convergence of Administrative Officers of the Administrative Service of DepEd Region VIII on July 10 to 12, 2024 per Regional Memorandum No. 437, s. 2024 dated 8<sup>th</sup> day of April 2024 at a venue to be announced later.
2. Identified participants are requested to confirm their attendance until June 14, 2024 thru email: [naisy.brosas@deped.gov.ph](mailto:naisy.brosas@deped.gov.ph) and pay to the corresponding registration fee in the amount of P 2, 400.00 through Land Bank Account (Tacloban Branch) of Schools Division of Tacloban City with Account Name: DepEd Tacloban City Division, Account Number: 1732101108.
3. To help facilitate in the hosting, working committees are hereby created, to wit:

**a. Committee on Registration**

Chairperson: Jennith Lagunzad  
Deputy Chairperson : Jerome Jover  
Members: Fredis Christian Bartolome  
Jizzabel Jaime  
Ma. Melissa Medina

**b. Committee on Finance/Logistics/Collection**

Chairperson: Nancy Aninao  
Deputy Chairperson : Cindy Catindoy  
Members: Mary Joy Royo  
Michelle Villas  
Glenda Fe Macasa  
Rey Maico Cabacaba

**c. Committee on Venue**

Chairperson: Facundo Gamez  
Deputy Chairperson : Maribeth Abella  
Members: Timothy James Cayas  
Banjo Asirit  
Vincent Anthony Azores

**d. Committee on Decorations/ Set Up and Cultural Presentation**

Chairperson: Rosalie Lawless  
Deputy Chairperson : Yvonne Conde  
Members: Pearl Dynyn Pedrera  
Arien Naval  
Fe Chona Homeres  
Vanessa Jane Soledad

**e. Committee on Program, Invitation, Certificates and Tarps**

Chairperson: Naisy Brosas  
Deputy Chairperson : Liza Delfin  
Members: Krystel Cyra Caca  
Illalyn Sultan  
Winton Estember  
Rachel Mendros

**f. Committee on Food**

Chairperson: Warren Avila  
Deputy Chairperson : John Brylle Badrina  
Members: Jane Llanera  
Helen Gonzaga  
Gerna Cabrigas  
Jinky Marie Bolivar

