



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023- 191

TO : **AQUILINO T. MILAR JR. JD, PhD**
Administrative Officer V

FROM : For the SDS:
WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent
ERNESTO Q. ALAS-AS JR. CESE
OIC Assistant Schools Division Superintendent

SUBJECT : **WORKSHOP ON ADMINISTRATIVE ISSUES AND CONCERNS
(General Services Unit)**

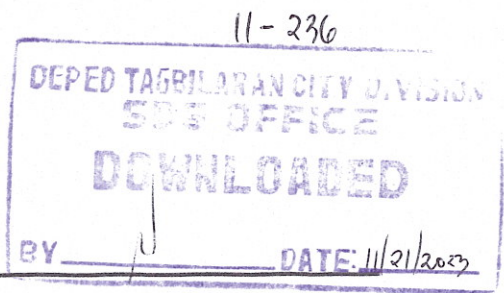
DATE : NOVEMBER 22, 2023

1. You are hereby directed to attend the **Workshop on Administrative Issues and Concerns** on **November 24, 2023** at the **DepEd Applied Nutrition Center, Banilad, Cebu City**.
2. The activity aims the following: a. align functions with Version 3 Office Functions (RO & SDO); b. discuss issues and concerns relating to office functions (General Services Unit); c. accomplish the required reports for submission; d. ways forward/action plan.
3. Travelling and other incidental expenses relative to the activity shall be charged against Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.
4. For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

21 NOV 2023

REGIONAL MEMORANDUM

No. **886** s. 2023

**WORKSHOP ON ADMINISTRATIVE ISSUES AND CONCERNS
(General Services Unit)**

To: **Schools Division Superintendents and OICs
All Others Concerned**

1. The Department of Education (DepED) Regional Office VII through the Administrative Service Division will conduct a Workshop on Administrative Issues and Concerns (General Services Unit Group) on November 24, 2023 at the DepEd Applied Nutrition Center, Banilad, Cebu City.
2. The activity aims the following:
 - a. Align functions with Version 3 Office Functions (RO & SDO);
 - b. Discuss issues and concerns relating to office functions (General Services Unit);
 - c. Accomplish the required reports for submission;
 - d. Ways forward/action plans.
3. Expected participants of the workshop are the Division General Services Unit Head of the twenty (20) Schools Division Offices and Regional Office Administrative Service personnel.
4. The Schools Division Superintendents are hereby directed to send their Division General Services Unit Head to attend the said activity.
5. First Meal of participants is dinner of November 23, 2023 and last meal is dinner of November 24, 2023.
6. Expenses relative to the conduct of the activity shall be charged against Regional Office Funds under AC-23-5701-GASS-004 of the 2023 Work and Financial Plan of the Administrative Service Division, subject to the usual accounting and auditing rules and regulations.
7. Travelling and other incidental expenses of participants shall be charged against Division Office/Local Funds, subject to the usual accounting and auditing rules and regulations.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

region7.deped.gov.ph

8. For concerns, you may contact Chief Ida F. Cabantan, Administrative Service Division.

9. Immediate dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/FYA/ASD/IFC/rbg

**WORKSHOP ON ADMINISTRATIVE ISSUES AND CONCERNS
(RECORDS MANAGEMENT)**

November 24, 2023

DepEd Applied Nutrition Center, Conference Room

Indicative Program of Activities

DATE/TIME	ACTIVITY	VENUE
November 23, 2023		
p.m.	Arrival Dinner	DepEd ANC Conference Room
November 24, 2023		
6:30 a.m. – 7:30 a.m.	Breakfast	DepEd ANC Conference Room
7:30 a.m. – 8:00 a.m.	Registration	
8:00 a.m. – 8:30 a.m.	Preliminaries <ul style="list-style-type: none"> • National Anthem • Prayer • Acknowledgement of Participants • Welcome Greetings • Rationale • Message of RD Salustiano T. Jimenez, Regional Director 	
Activity Proper		
8:30 a.m. – 9:30 a.m.	Version 3 Office Functions	DepEd ANC Conference Room
9:30 a.m. – 11:00 a.m.	Discussion on Issues and Concerns of Office Function	
11:00 a.m. – 12:00 p.m.	Workshop on Review/Update the Existing DepEd General Services Unit	
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 2:00 p.m.	Workshop on Review/Update the Existing DepEd General Services Unit	
2:00 p.m. – 3:00 p.m.	Action Planning	
3:00 p.m. – 4:00 p.m.	Presentation /Final Agreement	
4:00 p.m. – 5:00 p.m.	Ways Forward	
6:30 p.m. – 7:30 p.m.	Dinner	
4:00 p.m. – 5:00 p.m.	Closing	