



Republic of the Philippines
Department of Education

02 DEC 2016

DepEd MEMORANDUM
No. **213**, s. 2016

**CAPACITY BUILDING SEMINAR FOR ADMINISTRATIVE OFFICERS
IN THE REGION AND SCHOOLS DIVISION OFFICES**

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
All Others Concerned

1. The implementation of the Rationalization Program in the Department of Education (DepEd) generated a new breed of Administrative Officers (AOs), particularly in the Cash, Personnel, General Services, Property and Supply and Records Units in the regional offices (ROs) and schools division offices (SDOs). In view of this, there is a need to orient this new breed of AOs on the various laws, guidelines and procedures, rules and regulations in Administrative Management.

2. The Central Office (CO), through the Administrative Service, will conduct the **Capacity Building Seminar for Administrative Officers** by cluster on the following dates and venues:

Cluster	Region	Date	Venue*
I	NCR, CAR, I, II	November 15-17, 2016	Region I (La Union)
II	III, IV-A, IV-B, V	December 6-8, 2016	Region III (Pampanga or Zambales)
III	VI, VII, VIII	January 4-6, 2017	Region VII (Cebu)
IV	IX, X, XI, XII, Caraga, ARMM	January 10-12, 2017	Region XI (Davao)

**Specific venue will be announced through another memorandum to the respective regions.*

3. The Seminar aims to:
- bring together the administrative officers with their present assignments in Property and Supply (Asset Management), Cash, General Services, Personnel and Records Units in the regional and schools division offices;
 - provide a venue for discussion of issues and concerns in the implementation of their respective functions, in relation to the rationalized structure of DepEd; and
 - update their knowledge and skills in administrative management.

4. The participants are distributed as follows:

Office	Designation	No. of Pax	Total
1. RO			6
Administrative Division	Chief Administrative Officer (CAO) or Officer-in-Charge	1	
Cash	AO V or Head	1	
General Services	AO IV or Head	1	
Personnel	AO V or Head	1	
Property and Supply		1	
Records		1	
2. SDO (3 per Region)			18
Administrative Unit	AO V or Head	1	
Cash	AO IV or Head	1	
General Services	Administrative Aide VI or Head	1	
Personnel	AO IV or Head	1	
Property and Supply		1	
Records		1	
Total pax per participating region			24
3. CO			16
Administrative Service	Director	1	
Cash	CAO and Senior Staff	2	
General Services		2	
Personnel		2	
Asset Management		2	
Records		2	
Secretariat		5	

5. The regional director (RD) is given the option to choose three SDOs from the region from which the participants shall represent. It is, however, strongly suggested that the representation from the SDOs should be proportionate to the varying sizes of SDOs in the region (very large/large/medium/small). The CAO of each RO shall be responsible in submitting the list of their participants using the enclosed template.

6. In order to maximize the benefits of the Activity, it is advised that **only** the appointed chiefs or designated heads or officer-in-charge of the offices or units concerned should be required to attend in full three-day seminar. **No substitutes** or **representatives** should be allowed, except when there is any compelling and meritorious reason/s for their absence; in which case, the RD and schools division Superintendent are requested to submit appropriate written recommendation with justifications.

7. The list of participants per region is requested to be submitted through email at maritess.ablay@deped.gov.ph.

8. Expenses to be incurred for accommodation, supplies and materials, communication, contingency, and travel expenses of the resource persons and staff of the CO, shall be charged to OSEC Funds. While traveling expenses of the participants from the region and SDOs shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations.

9. For more information, all concerned may contact **Ms. Maritess Ablay**, Chief Administrative Officer, Asset Management Division, Department of Education (DepEd) Central Office, Teodora Alonzo Building, DepEd Complex, Meralco Avenue Pasig City at telephone no. (02) 635-0551.

10. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS

SEMINARS

TRAINING PROGRAMS

(Enclosure to DepEd Memorandum No. 213, s. 2016)

**CAPACITY BUILDING SEMINAR FOR ADMINISTRATIVE OFFICERS IN THE
REGIONAL AND SCHOOLS DIVISION OFFICES**

LIST OF PARTICIPANTS

CLUSTER _____

REGION _____

	Office	Designation	Names	Gender
1. Regional Office				
	Administrative Division			
	Cash			
	General Services			
	Personnel			
	Property and Supply			
	Records			
2. SDO - <i>(name of SDO)</i>				
	Administrative Unit			
	Cash			
	General Services			
	Personnel			
	Property and Supply			
	Records			
3. SDO - <i>(name of SDO)</i>				
	Administrative Unit			
	Cash			
	General Services			
	Personnel			
	Property and Supply			
	Records			
4. SDO - <i>(name of SDO)</i>				
	Administrative Unit			
	Cash			
	General Services			
	Personnel			
	Property and Supply			
	Records			

Submitted by:

Approved by:

Chief Administrative Officer

Regional Director