January 4, 2017

REGION MEMORANDUM
ASD No. 001        s. 2017

CAPACITY BUILDING SEMINAR FOR SELECTED ADMINISTRATIVE OFFICERS FROM THE REGION AND SCHOOLS DIVISION OFFICES

To : Schools Division Superintendents Concerned
     RO and SDOs Concerned Personnel

1. The Administrative Service of DepEd Central Office will be conducting the “Capacity Building Seminar for Administrative Officers – Mindanao Cluster on January 10-12, 2017 at the London Beach Hotel, Bawing, General Santos City.

2. This seminar aims to:

   a. develop a clear understanding of the roles of administrative service officers and update them with the latest developments concerning the implementation of functions in view of the DepEd rationalized structure;
   b. illustrate and provide a clear understanding of the organizational and functional relationship of the administrative services in relation to the different offices under the rationalized structure;
   c. enhance the skills of administrative officers to ensure the smooth delivery of services to their clientele;
   d. identify common issues, concerns and problems encountered in the implementation of administrative service functions and come up with possible solutions to address such issues, concerns and problems;
   e. build harmonious relationship and develop an appreciation of advantages in establishing linkages and networking between and among the administrative service offices in the Central, regional and schools division offices; and
   f. present to the participants the proposed changes and updates in the manual/handbook of the Asset Management, Cash, General Services, Personnel and Records Management.

3. Below are the identified participants from the region and schools division offices. Strictly no proxy shall be allowed.

<table>
<thead>
<tr>
<th>Region/Division</th>
<th>Participants</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Office</td>
<td>Chief Administrative Officer</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>AO V- Cash</td>
<td>1</td>
</tr>
</tbody>
</table>
AO IV – General Services 1
AO V - Personnel 1
AO V – Property & Supply 1
AO V - Records 1

Cotabato Province, South Cotabato and Tacurong City SDOs only
(A Not: one participant per position per SDO, a total of 6 pax per SDOs)

AO V or Head 3
AO IV- Cash 3
AA VI – General Services 3
AO IV - Personnel 3
AO IV – Property & Supply 3
AO IV - Records 3

TOTAL 24

4. Check-in time starts at 2:00 P.M. of January 9, 2017 and check-out time is 12:00 noon of January 12, 2017. The first meal shall be dinner of January 9, 2017 and last meal P.M. snacks of January 12, 2017.

5. Food and venue for the seminar shall be borne by the Central Office downloaded funds while transportation and other related expenses of the division participants shall be charged against local funds, subject to the usual accounting and auditing rules and procedures.

7. Wide dissemination and compliance to this Memorandum is directed.

Enclosure: as stated
Reference: as stated
Allotment:
To be indicated in the perpetual index under the following subjects:
   Training    Workshop    Capacity Building

/ scgs/pprd

DR. ARTURO B. BAYOCOT, CESO V
OIC-Regional Director