



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XII

City of Koronadal, Philippines
Telefax No. (083) 228-8825; email: region12@deped.gov.ph
Website: depdroxii.org



February 5, 2018

REGION MEMORANDUM

ASD No. 02 s. 2018

REGIONAL CONFERENCE OF REGION AND DIVISION ADMINISTRATIVE OFFICERS

TO: All Schools Division Superintendents
This Region

1. The Administrative Office in the region and division levels are performing vital functions to support the implementation of Basic Education Programs of the Department. Under the new leadership, new policies and strategies are introduced to improve the performance of personnel and strengthen the system and procedures in the Administrative Service.
2. Relative to this, there will be a one- (1) day-conference of the region and division administrative officers on February 27, 2018 at Villa Amor Hotel, Koronadal City.
3. The conference aims to:
 - a. Orient the participants on the new policies of Civil Service Commission (CSC) on personnel matters;
 - b. Orient the participants on the new systems of Remittances of Government Share and Personal Share of DepEd Employees to GSIS, Philhealth, Pag-Ibig Fund;
 - c. Discuss new DepEd policies, rules and regulations governing administrative matters.
4. Expected to attend the conference are the following personnel:

Regional Office	Chief, Administrative Officer Supervising Administrative Officer Administrative Officer V (Cashier) Administrative Officer V (Personnel) Administrative Officer V (Supply) Administrative Officer V (Records) Administrative Officer IV (Gen. Services) PSU Data Base Manager Plantilla In-Charge Remittance In-Charge Payroll Processors Payroll Encoders Teacher Credentials Evaluator
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Schools Division Office	Administrative Officer Cashier HRMO Records Officer Supply Officer General Admin Officer Plantilla in-Charge Payroll in-Charge Appointment in-Charge
Total Number of Participants	100

3. Food shall be charged to Regional Office funds, while travelling expenses of participants shall be charged to division local funds subject to the usual accounting and auditing rules and procedures.
4. The above-named personnel are requested to confirm their attendance by filling out the attached template and email to samsudin.paraid@deped.gov.ph on or before February 22, 2018. For further information, please call or text Samsudin M. Paraid at contact nos. 09278239172/09198767837.
5. Likewise attached is the indicative schedule of activities for everyone's guidance.
6. For information and compliance.


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

Incl.: As stated
To be indicated in the Perpetual Index under the subject
Administrative Conference



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Inclosure No. 1 to Region Memorandum ASD No. 02, s. 2018

**REGIONAL CONFERENCE OF ADMINISTRATIVE OFFICERS IN THE REGIONAL
AND DIVISION OFFICES**
February 27, 2018

INDICATIVE SCHEDULE OF ACTIVITIES

TIME	TOPIC	SPEAKER/FACILITATOR
8:00 – 8:30	Registration	
8:30 – 9:00	Opening Program	
	Welcome Remarks	Dr. Evelyn R. Fetalvero, CESO V OIC-Asst. Regional Director
	Statement of Purpose	Fatima I. Adza, Al Haj Chief Administrative Officer
	Message	Dr. Arturo B. Bayocot, CESO V OIC-Regional Director
9:00 – 11:00	GSIS Matters	GSIS Representative
11:00 – 12:00	Philhealth New Policies, Issues and Concerns	Philhealth Representative
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:00	Pag-ibig Fund New Policies, Issues and Concerns	Pag-ibig Fund Representative
2:00 – 4:00	CSC Personnel Matters	CSC Representative
4:00 -4:30	Closing Program	



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Inclosure No. 2 to Region Memorandum ASD No. 02, s. 2018

**REGIONAL CONFERENCE OF ADMINISTRATIVE OFFICERS IN THE REGIONAL
AND DIVISION OFFICES**
February 27, 2018

Confirmation of Attendance

Division: _____

Name	Position/Designation	Email Add	Contact No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			