



Republic of the Philippines
Department of Education

SOCCKSARGEN REGION

January 3, 2023

REGION MEMORANDUM
AD-2023-001

REGIONAL PLANNING CONFERENCE ON ADMINISTRATIVE SERVICES

To: Schools Division Superintendents
All Other Personnel Concerned

1. To continuously adjust and enhance the implementation of administrative support services, programs and initiatives at the region and division offices toward efficiency and productivity aligned to the regulatory and statutory guidelines and procedures of the department and oversight agencies, this Office shall conduct a **2-day Regional Planning Conference on Administrative Services** on February 2-3, 2023 at 8:30 o'clock in the morning. Venue shall be announced later through a separate memorandum.

2. The objectives of the 2-day conference are as follows:

2.a Discuss the Administrative Services strategic directions from 2023-2028 contained in the REDP and plan actions to be taken

2.b Discuss and review the division implementation of Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)

2.c Plan the technical assistance particularly with the remaining five divisions for the application on PRIME-HRM Level 2 accreditation and recognition, and

2.d Keep all participants abreast on the administrative services updates and policies, to wit:

2.d.1 AD-Personnel/Payroll and Cash

2.d.1.a Updates on Personnel Audit and Return to School Order of ADAS III and II,

2.d.1.b Filled and unfilled status (Overall including the SHS Provisional Appointments, AO II and Administrative Assistants),

2.d.1.c Hiring and Reclassification Updates;

2.d.1.d Preparation of Payroll Services Downloading; and

2.d.1.e Treasury Circular No. 3, 2022 on Guidelines in the conduct of the examination of Books of Accounts of



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National Collecting Officers (NCO's) and Local Treasurers (LTs);

2.d.2 AD- Property and Supply/Procurement/General Services/Records

- 2.d.2.a COA CIRCULAR NO. 2022-004 titled Guidelines on the Implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from 15,000.00 to P50,000.00
- 2.d.2.b Early Procurement Activities, Procurement Monitoring Report compliances, PhilGeps posting compliances and APCPI;
- 2.d.2.c NAP – Annual Documents/Records Inventory and Disposal status;
- 2.d.2.d Department of Energy's Energy, Efficiency and Excellence Award standards.

3. Enjoined to attend from the regional office and schools division offices are as follows:

Office	Participants
Regional Office	Chief AO, Supervising AO, ADAS I, AD-Personnel AO V, AO IV, TCE II, AD-Records AO V, and ADA VI, AD-Cash AO V, AO I and ADA VI, AD Property and Supply AO V, AO I and ADA VI, AD-GSU AO IV and ADA VI, AD-Procurement AO IV and II and AD-PSU AO II and ADAS VI
Schools Division Offices	Admin AO V (will handle General Services and Procurement), Personnel Unit – AO IV and Payroll-in-charge Records Unit AO IV, Cash Unit AO IV and Asset Management Unit AO IV

4. Section/unit heads concerned are advised to prepare and discuss a 30-minute presentation per topic assigned during the breakout session regarding the updates/status of implementation of identified agenda.

5. All attendees are required to be at the venue **ten minutes** before the session starts and shall wear business attire during the activity.

6. Prior to the conduct of the conference, a pre-work planning shall be held on **January 13, 2023**, at 2:00 pm onwards via MS Teams to be attended by regional office administrative division section and unit heads.





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7. Enclosed is the indicative schedule of activities for reference.
8. Provision of food and accommodation and professional fee of the resource speakers from the oversight agencies and other related expenses shall be charged to the Regional MOOE subject to the usual accounting and auditing procedures.
9. For queries and more information, you may contact Joseph Russel M. Farnazo, Supervising Administrative Officer-Administrative Division through josephrussel.farnazo@deped.gov.ph.


CARLITO D. ROCAFORT

Director IV

Encl.: As stated

Reference: AD Project LEAD

Allotment: None

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

ADMINISTRATIVE SERVICES

WORKSHOP

JRF/AD/RM- REGIONAL PLANNING CONFERENCE ON ADMINISTRATIVE SERVICES/001/January 04, 2023



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Enclosure to Region Memorandum AD No. 001, s. 2023

Indicative Schedule of Activities

Time	Activity	Person Responsible
Day 1		
8:00-9:00AM	Arrival and Registration	c/o Secretariat
9:00 -9:30AM	Prayer Recitation of DepEd QMS Quality Policy, DepEd SOCCKSARGEN Aspiration, and Core Values Attendance Check Welcome Remarks Message Rationale, Statement of Purpose and Objectives	<i>c/o Secretariat</i> Rebonfamil R. Baguio <i>Director III</i> Carlito D. Rocafort <i>Director IV</i> Kathrine H. Lotilla <i>Chief Administrative Officer</i>
9:30-11:00 AM	Session 1: Innovations and Future's Thinking	Carlito D. Rocafort <i>Director IV</i>
11:00-12:00 NN	Session 2: Human Resource Trends for 2023: Future of Human Resource Management	Rebonfamil R. Baguio <i>Director III</i>
12:00-1:00PM	LUNCH	
1:00-2:30PM	Session 2: Continuation of Session 2	Rebonfamil R. Baguio <i>Director III</i>
2:30-4:00PM	Session 3: Next: Building An Organizational Talent Pool To Support Your Succession Planning	Kathrine H. Lotilla <i>Chief Administrative Officer</i>
4:00-5:00PM	Session 4: System of Ranking Position	Joseph Russel M. Farnazo <i>Supervising AO</i>
5:00-5:30PM	Open Forum	Emerin B. Astillero <i>AO V</i>
Program Facilitator: Leody C. Armada, AO V and Remie P. Pama, AO IV		
Day 2		
8:15-8:30AM	Management of Learning	c/o AD-GSU



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Break-out Session		
8:30-12:00 NN	Parallel Session A: AD- Personnel/Payroll and Cash 2.1.1. Updates on Personnel Audit and Return to School Order of ADAS III and II, 2.1.2 Filled and unfilled status (Overall including the SHS Provisional Appointments, AO II and Administrative Assistants), 2.1.3. Hiring and Reclassification Updates; 2.1.4. Preparation of Payroll Services Downloading; and 2.1.5 Treasury Circular No. 3, 2022 on Guidelines in the conduct of the examination of Books of Accounts of National Collecting Officers (NCO's) and Local Treasurers (LTs)	RO: Chief Kathrine H. Lotilla, SAO Joseph Russel M. Farnazo, AO V Emerin B. Astillero, AOV Lydia G. Initan, Edwin Parcon and AD-Personnel, Cash and Payroll staff. SDO: All SDO participants
8:30-12:00 NN	Parallel Session B: AD- Property and Supply/Procurement/ General Services/Records <i>Discussions on:</i> 2.2.1 COA CIRCULAR NO. 2022-004 titled Guidelines on the Implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from 15,000.00 to P50,000.00 2.2.2 Early Procurement Activities, Procurement Monitoring Report compliances, PhilGeps posting compliances and APCPI; 2.2.3 NAP – Annual Documents/Records Inventory and Disposal status; 2.2.4 Department of Energy's Energy, Efficiency and Excellence Award standards.	RO: CAO Kathrine H. Lotilla, SAO Joseph Russel M. Farnazo, AO V Jose Leody C. Armada, AO V Razul S. Sinarimbo, AO IV Alyssa Grace D. Goyone, AO IV Remie P. Pama and P&S, Records, GSU and Procurement staffs. SDO: Admin AOV, AO IV Records, AO IV Property Unit
12:00-1:00PM	Lunch	
1:00-3:00PM	Continuation of break-out session	
3:00-4:00 PM	Planning and Agreement and Next steps (Plenary)	Kathrine H. Lotilla, CAO



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4:00-5:00PM	Closing Program	AD-Personnel and AD-Records
5:00-7:00PM	<i>Home-Sweet-Home</i>	



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