



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

May 08, 2024

REGION MEMORANDUM
AD-2024-023

REGIONAL ADMINISTRATIVE CONFERENCE 2024

To: OIC-Assistant Regional Director
CAO, SAO, Section and Unit Heads of Administrative Division
All Other Regional Office and Division Personnel Concerned

1. In its continuing efforts in making economical administration, efficient operations and effective organization aligned with its Program LEAD, the Administrative Division of DepEd SOCCSKSARGEN Regional Office shall conduct a two-day **Regional Administrative Conference (AdCon) on June 20-21, 2024**. The venue shall be announced later through a separate memorandum once the procurement process is completed.

2. The 2-day conference is expected to achieve the following objectives:

Personnel, Payroll and Cash:

- 1.1. Discuss the major components of the Assessment Readiness Tools, plan, timelines, procedures and preparation for the downloading of the payroll preparation at the division level;
- 1.2. Discuss the issues and concerns on the implementation of DepEd Order 02, series of 2024 titled Removal of Administrative Tasks from Public School Teachers;
- 1.3. Discuss the highlights of DepEd Order 005, series of 2024 titled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload;
- 1.4. Discuss updates and findings on the implementation of the ERF and reclassification of teaching and teaching-related positions including the status of filling up of plantilla positions (teaching, related-teaching, non-teaching and school administration);
- 1.5. Discuss updates on PBB FY 2022 and Performance Management System

Records, Procurement, and Property and Supply

- 1.6. Discuss Office Accountabilities with oversight agencies on Procurement Process, Inventory and Disposal of Property Plant and Equipment (PPE), Records and Documented Information (PAWIM);
- 1.7. Preparation of APP, PPMP, PR to Payment;
- 1.8. Review of inventory and disposal of property and records;

General Services:

- 1.9. Discuss updates on Cash Management and guidelines;
- 1.10. Discuss updates on General Services (transportation, building maintenance, pest control, and safety and well-being office procedures, EEE process steps and compliance)



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal

Telephone Nos.: (083) 2288825/ (083) 2281893

Email Address: region12@deped.gov.ph

Website: depedroxii.org



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3. Enjoined to attend from the region and schools' division offices are as follows:

Office	Participants
Regional Office	RD, ARD, OIC-Chief AO, ADAS I, AD-Personnel AO V, AO V, TCE II, AD-Records AO V and ADA VI, AD-Cash AO V, AO I, AD Property and Supply AO V, AO I, AD-GSU AO IV and ADA VI, AD-Procurement AO IV and II and AD-PSU ADAS VI and AO II.
Schools Division Office	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 of the Administrative Division are advised to discuss a 20–30-minute presentation as per agenda assigned with issues and concerns gathered during the implementation of those guidelines.

5. Attendees shall wear smart casual and are reminded to be punctual and complete all sessions during the duration of the activity.

6. Prior to the conduct of the conference, a pre-work planning shall be held on **June 10, 2024**, at 2:00 pm onwards via google meet to be attended by regional office administrative division section and unit heads. MS Teams link shall be sent via DepEd email.

7. Enclosed is the indicative schedule of activities for ready reference.

8. Provision of food and accommodation for the participants and other related expenses shall be borne by the Regional Office MOOE, while traveling expenses shall be charged from their respective local funds, subject to the usual accounting and auditing procedures.

9. For queries and more information, you may contact Joseph Russel M. Farnazo, OIC-CAO/Supervising Administrative Officer-Administrative Division through josephrussel.farnazo@deped.gov.ph.

10. For the information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: AD OM

Allotment: None

To be indicated in the Perpetual Index under the subject
MEETING ADMINISTRATIVE

JRF/AD/RM/ REGIONAL ADMINISTRATIVE CONFERENCE 2024 /012/May 08, 2024



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Indicative Schedule of Activities

Time	Activity	Expected Outputs	Person Responsible
June 20, 2024			
08:30 -09:30 am	Arrival and Registration		Secretariat
09:30-10:00 am	Prayer		
	Recitation of DepEd Quality Policy		
	Attendance Check/Introduction of Participants		Emerin B. Astillero AO V
	Welcome Remarks		Kathrine H. Lotilla OIC-ARD
	Message		Carlito D. Rocafort Director IV
	Rationale, Statement of Purpose and Objectives		Joseph Russel M. Farnazo OIC-CAO, AD
10:00 am- 12:00nn	Session 1: "Transformational Leadership"		Resource Person
12:00nn-01:00 pm	Lunch		
Breakaway Sessions			
1:00-05:00PM	AD-Personnel/Payroll/Cash Discussions on: <ol style="list-style-type: none"> 1. Filled and unfilled status of plantilla positions; 2. Hiring and Reclassification Updates; 3. DO 02 and 05, 2024 4. Payroll downloading 5. Cash updates 	Updated PSIPOP and Hiring and Reclassification status reports Payroll preparation reports	RO: OIC-Chief Joseph Russel M. Farnazo, AO V Emerin B. Astillero, AOV Lydia G. Initan, Edwin Parcon and AD-Personnel, Cash and Payroll staff. SDO: AO IV Personnel, Payroll-in-charge and AO IV Cash
	AD- Property and Supply/Procurement/ General Services/Records Discussions on:	Updated inventories and disposal reports and procurement	RO: AO V Jose Leody C. Armada, AO V Jesse James O. Lamigo, AO IV Alyssa Grace D. Goyone, AO IV Remie P. Pama and



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5:00-7:00 PM	<ol style="list-style-type: none"> 1. Inventory and Disposal of Property and Records 2. Procurement Updates 3. GSU Updates 	and GSU related reports	<p>P&S, Records, GSU and Procurement staffs.</p> <p>SDO: Admin AOV, AO IV Records, AO IV Property Unit</p>
Dinner			
June 21, 2024			
8:00-8:30 AM	Plenary Management of Learning Discussions on:		All participants
8:30- 10:30 AM	<ol style="list-style-type: none"> 1. DO 02 and 05, 2024; 2. PBB Updates 3. Interim guidelines on Performance Management System 	Updated on various administrative related issuances	Resource Person
10:30 -12:00 NN			
Lunch			
12:00 -1:00 PM			
1:00-2:00 pm	Agreement and Next steps (Plenary)		Joseph Russel M. Farnazo AD-OIC-CAO
2:00-2:15 pm	Closing Remarks		Joseph Russel M. Farnazo AD-OIC-CAO
Home Sweet Home			