



Republic of the Philippines
Department of Education
CARAGA REGION



March 8, 2021

REGIONAL MEMORANDUM

No. 144 2021

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEF ADMINISTRATIVE OFFICER – ASD
ADMINISTRATIVE OFFICERS
This Region

**CONDUCT OF QUARTERLY BLENDED COLLABORATIVE MEETING AMONG
REGIONAL AND SCHOOLS DIVISION OFFICES ADMINISTRATIVE
OFFICERS IN THE ADMINISTRATIVE SERVICES DIVISION**

1. As DepEd Caraga Region intensifies its efforts to ensure that basic administrative services are delivered efficiently and effectively, the conduct of a Quarterly Collaborative Meeting among Regional and Schools Division Offices Administrative Officers, by cluster is deemed essential.
2. The Collaborative Meeting will discuss on policies and regulations affecting administrative services, share best practices toward productivity and efficiency in the workplace, clarify issues and concerns that surface in the offices and provide timely technical assistance to SDOs.
3. The schools division offices are clustered into four groups, to wit:

Cluster 1	Cluster 2	Cluster 3	Cluster 4
March 26, 2021	May 21, 2021	July 16, 2021	Oct. 15, 2021
Surigao City	Dinagat Islands	Agusan del Norte	Bislig City
Siargao Islands	Cabadbaran City	Agusan del Sur	Tandag City
Surigao del Norte	Butuan City	Bayugan City	Surigao del Sur

4. Participants to the Blended Collaborative Meeting include the Chief Administrative Officer (CAO), Supervising AO, Unit Heads of the Administrative Services Division of the Regional Office, Administrative Officers V, and Administrative Officers responsible of the schools division offices' Personnel, Records, Asset Management, Cash, Payroll Services, and General Services.
5. Plenary and parallel sessions will be conducted to ensure that different concerns are properly addressed, and a brief exit conference with ASDs/SDSs shall follow to highlight the consolidated issues and concerns and to present commendable practices for continuous improvement of the basic services in the Office.



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6. Google link shall be provided to the clustered divisions a day before the conduct of the Meeting.
7. On-site participants of the Regional Office shall be provided with snacks and lunch, subject to the usual accounting and auditing rules and regulations.
8. For your information, guidance and compliance.


EVELYN R. FETALVERO, PhD., CESO IV
Director IV

Encl.: NONE

Reference: Regional Basic Education Plan 2017-2022 Strategic Directions
To be indicated in the Perpetual Index, under the following subjects:

ASD	MEETING	MEMORANDUM	SDOs
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ASD/mcd
03/08/2021