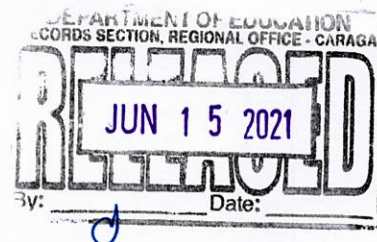




Republic of the Philippines
Department of Education
CARAGA REGION



June 14, 2021

REGIONAL MEMORANDUM
No. 404, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
ADMINISTRATIVE OFFICERS V
This Region

**SEMESTRAL CONVERGENCE AMONG ADMINISTRATIVE OFFICERS V IN THE
SCHOOLS DIVISION OFFICES AND THE OFFICE OF THE CHIEF
ADMINISTRATIVE OFFICER**

1. The conduct of the First Semester Convergence among Administrative Officers V in the twelve schools division offices and the Office of the Chief Administrative Officer in the Regional Office is set on June 29, 2021 at 8:30 a.m., while the Second Semester Convergence is on Dec. 2, 2021 through a blended modality.
2. The Semestral Convergence is aimed to:
 - a. Provide a venue for the Administrative Heads of the SDOs and the Regional Office to collaborate on their compliance with issuances and directives in all components of administrative services;
 - b. Discuss actions that would result to efficient and effective delivery of basic administrative services;
 - c. Revisit targets for the first and second semester vis-à-vis accomplishments and provide strategic activities/plans compliance to Ease of Doing Business (RA 11032); &
 - d. Recognize Administrative Officers who have been performing well and responsive in the submission of required reports to the Regional Office.
3. Participants shall join in the MS Teams link (with the team name: Admin Officers Semestral Convergence) which will be sent to the AO V group chat a day before each convergence.
4. For your information, guidance and compliance.


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

Encl.: none

Reference: AWFIP 2021 of Administrative Services Division

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

MEETING

MEMORANDUM

PLANS

ASD/mcd
06/14/2021



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