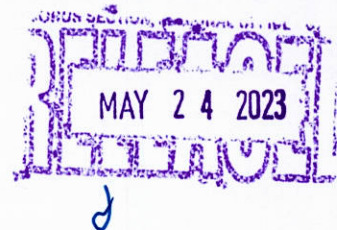




Republic of the Philippines
Department of Education
CARAGA REGION



May 24, 2023

REGIONAL MEMORANDUM

No. 0418, s. 2023

To: ASST. REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASST. SCHOOLS DIVISION SUPERINTENDENTS
RO FUNCTIONAL DIVISION CHIEFS
DIVISION CID AND SGOD CHIEFS
This Region

DEPED-CARAGA REGION TOP MANAGEMENT TURNOVER CEREMONY

1. The field is hereby informed of the conduct of DepEd-Caraga Region Top Management Turn-over Ceremony on May 26, 2023, 2:00 PM at Grand Palace Hotel, Butuan City to be hosted by the Schools Division of Bayugan City.
2. The activity aims to foster positive engagement of the regional and division leaders and welcome the change of the new Regional Office's top management vis-à-vis the Reassignment Order dated May 2, 2023 from the Office of the Undersecretary of the Human Resource and Organizational Development reflecting the reassignment of the undersigned as Director IV of the Private Education Office (PEO), Regional Operations, DepEd-Central Office. She will be replaced by Maria Ines C. Asuncion, incoming Officer-in-Charge of the Office of the Regional Director (OIC-RD).
3. The participants of the said ceremony are the Asst. Secretary for Operations, Regional Director, Asst. Regional Director, Schools Division Superintendents, Asst. Schools Division Superintendents, Chiefs of the SDO and RO Functional Divisions, guests from DepEd-XI and DepEd-XII, and members of the program management team from the host SDO.
4. All participants are advised to wear a business attire/sundays best.
5. The twelve (12) Schools Division Offices of DepEd-Caraga are directed to prepare a three-minute audio-visual presentation (AVP) of the Schools Division Profile. The Office of the Policy Planning and Research Division (PPRD) of DepEd-Caraga is directed to prepare the Regional Basic Education Plan (RBEP) for the turn-over ceremony.
6. All expenses incurred in this activity which cover the meals, accomodation (for the guests only), and other expenses are charged against the downloaded funds to SDO-Bayugan City, while the travelling expenses of DepEd-Caraga participants are charged against their respective local MOOE funds both subject to usual accounting and auditing rules and regulations.
7. For queries and information, kindly contact the ManCom Lead Secretariat Mr. Kevin Hope Z. Salvaña through his email address at kevinhope.salvana@deped.gov.ph.



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8. Immediate dissemination of this Memorandum is desired.

fr: jtenborg.
MA. GEMMA MERCADO LEDESMA
Regional Director *mael*

Encls.: None

Reference: Order of Reassignment from the OUSec-HROD dated May 2, 2023

To be indicated in the Perpetual Index

under the following subjects:

ASSEMBLY OFFICIALS

CLMD/khzs
05/24/2023



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