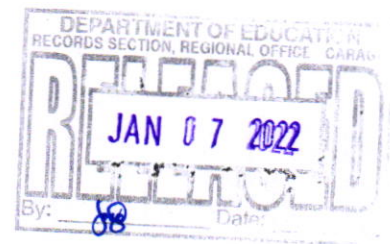




Republic of the Philippines
Department of Education
CARAGA REGION



January 5, 2022

REGIONAL MEMORANDUM

No. 0021, s. 2021

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ADMINISTRATIVE OFFICERS V
This Region

**CONDUCT OF PANAGTAMBAYAYONG: COLLABORATIVE MEETING WITH
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 *Panagtambayayong*: a monthly Collaborative Meeting with Regional and Schools Division Offices Administrative Officers, 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. Schedule of each Schools Division Offices to be converged is hereunder indicated.

Dates	Schools Division Office	Dates	Schools Division Office
Jan. 28, 2022	Tandag City	Jul. 29, 2022	Cabadbaran City
Feb. 18, 2022	Surigao del Sur	Aug. 26, 2022	Butuan City
Mar. 25, 2022	Surigao del Norte	Sept. 30, 2022	Bislig City
Apr. 29, 2022	Surigao City	Oct. 28, 2022	Bayugan City
May 27, 2022	Siargao Islands	Nov. 25, 2022	Agusan del Sur
Jun. 23, 2022	Dinagat Islands	Dec. 12, 2022	Agusan del Norte

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, select ASD personnel, Administrative Officers V in the Administrative Service, Administrative Officers IV responsible of the schools division offices' Personnel/Payroll Services, Records, Asset Management, Cash and General Services.



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


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl.: NONE

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

ASD

MEETING

MEMORANDUM

SDOs

ASD/mcd
12/13/2021