



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
JULY 28 2025

BY: NMB

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JULY 28 2025

REGIONAL MEMORANDUM

No. 0764, s. 2025

To: Division Legal Officers
Division Technical Assistant IV
All Others Concerned

**SUBMISSION OF ACCOMPLISHMENT REPORT AND CONDUCT OF MONTHLY
VIRTUAL MEETING**

1. The Department of Education, through the Sites Titling Office (STO), recognizes the importance of maintaining accurate and detailed records of school site ownership. These records are essential for providing quality, accessible, and relevant information to the agency and its stakeholders. As such, the STO initiated the hiring of Contract of Service (COS) Personnel to ensure accomplishment of the stated purpose.

2. Whereas, the scope of work of Technical Assistant II in the Regional offices necessarily includes, but is not limited to the establishment of a regional database inventory for public school site ownership, to assist the legal officer in the preparation of Complete staff work report on school site issues and cases for submission to STO, and to consolidate and prepare periodic reports regarding status of School sites.

3. Accordingly, to ensure effective implementation of this initiative, the Technical Assistant IV assigned in the division offices are mandated to submit their accomplishment reports, as needed by this office. The template to be used for the purpose shall be accessible via a Google Drive, the link will be given by the Technical Assistant II assigned in the regional office.

4. Additionally, a half-day schedule shall be allotted every 3rd Friday of the Month for the conduct of a regular virtual meeting to discuss the following:

- Report on the updated Accomplishment report;
- Discuss problems and challenges encountered on the field;
- Budget Utilization report; and
- Submission of reportorial requirements that may be needed by the STO

5. Your timely submission and active participation are highly appreciated to ensure the smooth flow of our operations and continuous improvement of our program.

6. For questions or clarifications, please coordinate with Mr. Zidd Allan Patrick Ranes, Technical Assistant II, through email at ziddallanpatrick@deped.gov.ph.

7. For strict compliance.


MARIA INES C. ASUNCION
Director IV

Encl.: None
Reference: None

ORD/jmm
07/25/2025