



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF CAPIZ

February 15, 2023

DIVISION MEMORANDUM
 No. 070 s. 2023

CONDUCT OF BI-MONTHLY CONVERGENCE OF SCHOOL AND SDO ADMINISTRATIVE PERSONNEL

TO : Public Schools District Supervisors
 Heads of Public Elementary, Integrated and Senior High Schools
 All Others Concerned

1. This Office shall conduct a bi-monthly Convergence of School and SDO Administrative Personnel at the Capiz Division Multi-Purpose Hall as scheduled below:

Date	Time & Participants
February 24, 2023	8:00am-12:00nn - Elementary & Integrated Schools 1:00pm-5:00pm - Secondary Schools (JHS & SHS)
April 28, 2023	
June 30, 2023	
August 25, 2023	
October 27, 2023	
December 29, 2023	

2. The activity aims to:

- a. update personnel with the latest administrative policies;
- b. provide a forum to discuss administrative matters; and
- c. resolve prevailing issues and concerns.


3. The participants to this activity are the following:

- a. Junior High School – Administrative Officers IV, Personnel-in-charge of administrative matters.
- b. Senior High School – Administrative Officers II or Administrative Assistants II.
- c. Elementary – Administrative Officers II assigned in the District/School.
- d. SDO – Administrative Officer V, HRMO II, Records Officer, Supply Officer, Personnel-in-charge of Payrolls, Remittances, Leave Credits, and Plantilla.

4. Expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.

6. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
 Schools Division Superintendent

Encl.: None
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

EMPLOYEES OFFICIALS ADMIN

DDB/ DM_Bi-Monthly2023
 0003/ January 27, 2023



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