



Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY

September 29, 2022

DIVISION MEMORANDUM

No. 401, s. 2022

SCHEDULE OF DIVISION TECHNICAL ASSISTANCE ON GENERAL ADMINISTRATIVE SERVICES

To: Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisor
 Elementary and Secondary School Heads
 Section/Unit Heads
 All Others Concerned

1. Some issues on administrative matters in school/district level cropped up during the Quarter 3 Division Monitoring and Evaluation and Adjustment (DMEA) that need to be addressed accordingly. To resolve the issues raised, this Office believes that technical assistance should be conducted by the General Administrative Services Section to include but not limited to the following concerns.

1. Procurement process
2. Personnel actions
3. Monetary benefits & Non-Monetary Benefits
4. Records Keeping and Disposal
5. Code of Conduct and Ethical Standards of Government Employees

2. Hereunder is the schedule.

OQUENDO 3 DISTRICT	- October 20, 2022	8am – 5pm
OQUENDO 2 DISTRICT	- October 27, 2022	8am – 5pm
OQUENDO 1 DISTRICT	- November 8, 2022	8am – 5pm
TINAMBACAN 3 DISTRICT	- November 9, 2022	8am – 5pm
TINAMBACAN 2 DISTRICT	- November 15, 2022	8am – 5pm
TINAMBACAN 1 DISTRICT	- November 22, 2022	8am – 5pm
CALBAYOG 6 DISTRICT	- November 23, 2022	8am – 5pm
CALBAYOG 5 DISTRICT	- November 29, 2022	8am – 5pm



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CALBAYOG 4 EDISTRICT	- December 2, 2022	8am – 5pm
CALBAYOG 3 DISTRICT	- December 6, 2022	8am – 5pm
CALBAYOG 2 DISTRICT	- December 9, 2022	8am – 5pm
CALBAYOG 1 DISTRICT	- December 13, 2022	8am – 5pm

3. The participants are the District Supervisors, School Heads and School/District Non-Teaching Personnel. However, should the schedule coincides with your District activities where the teachers are present, please let this Office know in advance for proper adjustment of schedule.
4. All participants are reminded to strictly observe the DOH and IATF health protocols.
5. All expenses incurred is chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
6. For information and immediate dissemination to all concerned.

THELMA CABADSAN-QUITALIG PhD, CESO V
Schools Division Superintendent



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