



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 979, s. 2018

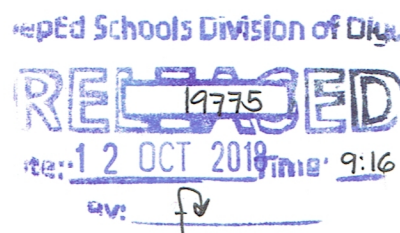
October 12, 2018

**CLUSTERED CONFERENCE OF THE DEPARTMENT OF EDUCATION
ADMINISTRATIVE SERVICES**

To: **JOEL E. ESTOMO – Administrative Aide IV**

1. Pursuant to the unnumbered Memorandum issued on September 28, 2018 by Atty. Alberto T. Escobarte, CESO III, Department of Education (DepEd) Region CLUSTERED CONFERENCE OF THE DEPARTMENT OF EDUCATION ADMINISTRATIVE SERVICES at Office XI, Davao City, reiterating Memorandum No. 155, x. 2018 dated September 27, 2018 of the Hon. Leonor Maglotis-Briones, Secretary, Department of Education relative to the **Clustered Conference of the Department of Education Administrative Services**, you are hereby directed to attend the conference of the **GENERAL SERVICES GROUP** on **October 23-27, 2018 at Cebu City**.
2. Further, you are hereby enjoined to submit a travel report to this Office and the Office of the Regional Director, DepEd Region XI Office, Davao City.
3. Travel and other incidental expenses of the participants from the field offices shall be charged to local funds, while board and lodging and travel expenses of TWG members and Service Groups shall be charged against the CO OPDNSP 2018, subject to the usual accounting rules and regulations.
4. Please be guided accordingly.

WINNIE E. BATON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent



Encls: Regional Memorandum dated September 28, 2018
References: CO Memorandum dated September 27, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: CLUSTERED CONFERENCE OF THE DEPARTMENT OF EDUCATION ADMINISTRATIVE SERVICES

Admin 5: CLUSTERED CONFERENCE OF THE DEPARTMENT OF EDUCATION ADMINISTRATIVE SERVICES
October 12, 2018



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
Chief of Administrative Service Division (Regional Office)

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

SUBJECT : Clustered Conference of the Department of Education Administrative Services

DATE : September 28, 2018

This has reference to the Memorandum No.155, s. 2018 dated September 27, 2018 from Hon. Leonor Magtolis-Briones, Secretary, Department of Education, relative to the **Clustered Conference of the Department of Education Administrative Services** to be conducted by the Administrative Services, DepEd Central Office on the following dates and venues:

Cluster	Inclusive Dates	Target Venue
Cluster 1 – Supply Officers Group	Oct. 9-13, 2018	General Santos City, Region XII
Cluster 2 – Cashiers Group	Oct. 16-20, 2018	Laoag City, Region I
Cluster 3 – Records Officers Group	Oct. 21-25, 2018	Bohol, Region VII
Cluster 4 – General Services Group	Oct. 23-27, 2018	Cebu City, Region VII

Anent to this, the following personnel are directed to attend the said activity:

1. Administrative Officer (AO) V of the Administrative Division of the Regional Office;
2. Administrative Officer IV of the Administrative Section in the Schools Division Office;
3. Supervising AOs of the Administrative Division in the RO;
4. Selected ROs, SDSs, and SDO AOVs;
5. Selected AOs of the School's Administrative Units in Implementing Units;
6. Technical Working Group (TWG); and
7. Service group experts selected for each service area.

For reference, attached is the list of participants for the above conference. All participants are required to submit a travel report to this Office, using the attached template, five (5) days after the activity.

Travel and other incidental expenses of the participants from the field offices shall be charged to local funds, while board and lodging and travel expenses of TWG members and Service groups shall be charged against the CO OPDNSP 2018 funds, subject to the usual accounting rules and regulations.

Please be guided accordingly.

Incl: as stated

ROAS/PS/jtg

DEPARTMENT OF EDUCATION

REGIONAL OFFICE

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Republic of the Philippines
Department of Education

27 SEP 2018

DepEd MEMORANDUM
No. **155** s. 2018

**CLUSTERED CONFERENCES OF THE DEPARTMENT OF EDUCATION
ADMINISTRATIVE SERVICES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
All Others Concerned

1. The Department of Education (DepEd), through the Administrative Services, will hold the **Clustered Conferences of the DepEd Administrative Services** on the following dates and venues:

Cluster	Inclusive Dates	Target Venue
Cluster 1 Supply Officers Group	October 9-13, 2018	General Santos City Region XII
Cluster 2 Cashiers Group	October 16-20, 2018	Laoag City Region I
Cluster 3 Records Officers Group	October 21-25, 2018	Bohol Region VII
Cluster 4 General Services Group	October 23-27, 2018	Cebu City Region VII

2. The clustered conferences are the continuation of the First National Conference of Personnel in the Administrative Services (NCPAS) of the Department of Education held on July 18-20, 2018 in Iloilo City, Region VI. This was participated in by Chief Administrative Officers and Administrative Officers V for Administrative Services of the regional and schools division offices.

3. These conferences are intended to impart the importance of strengthening, networking, collaboration, and convergence among the participants, regardless of their levels of positions and responsibilities. The event is made more timely and relevant in the light of the increasing huge challenges put forward by the DepEd current battlecry of a **Quality, Accessible, Relevant, and Liberating Basic Education for All**. Equally important is the renewal of camaraderie and friendships in the community of participants that all spring from their shared knowledge and lessons.

4. For the maximum attainment of the objectives of the clustered conferences, the following officials or officers in the field units shall be required to attend:

- a. Administrative Officer (AO) V of the Administrative Division in the regional office (RO), whether in permanent, acting, officer-in-charge (OIC) or designated in concurrent capacity;

- b. AO IV of the Administrative Section in the schools division office (SDO), whether in permanent, acting, OIC or designated in concurrent capacity;
 - c. Supervising AOs of the Administrative Division in the RO;
 - d. Selected ROs, SDSs, and SDO AOs V;
 - e. Selected Administrative Officers of the school's administrative units in Implementing Units (IUs);
 - f. Technical Working Group (TWG) for the development/updating of handbooks of each service area; and
 - g. Service Group Experts selected for each service area coming from the administrative sections/units in the ROs and SDOs.
5. The list of participants and Working Committees for the clustered conferences are provided in the enclosure. This Memorandum shall serve as official Travel Authority of those personnel identified in the enclosed list.
6. It is advised that only the identified participants in the list should attend the 3-day activity. Substitutes/representatives are not allowed, except when there are compelling and meritorious reasons for their appropriate replacement; in which case, the RD or SDS concerned is required to submit written recommendation with justifications to the Director of Administrative Services.
7. All participants are advised of the following schedules:
- | Cluster | Arrival, Registration and Check-in
(after 2:00 p.m.) | Program Proper | Check-out and Departure
(before 11:00 a.m.) |
|---------|---|---------------------|--|
| 1 | October 9, 2018 | October 10-12, 2018 | October 13, 2018 |
| 2 | October 16, 2018 | October 17-19, 2018 | October 20, 2018 |
| 3 | October 21, 2018 | October 22-24, 2018 | October 25, 2018 |
| 4 | October 23, 2018 | October 24-16, 2018 | October 27, 2018 |
8. Registration desks are open from 2:00 p.m. to 8:00 p.m. on the check-in date, and 7:00 a.m. to 8:00 a.m. before the Program Proper. The Opening Ceremony starts at 9:00 a.m. for the Program Proper. No participant is allowed to arrive at or depart from the venue during the Program Proper dates.
9. Expenses to be incurred for board and lodging, supplies and other materials, communication, professional fees, contingency, and travel expenses of the Central Office personnel, including airfare of the resource persons, TWG members, service group experts, and committee members, shall be charged to CO OPDNSP 2018 Funds. On the other hand, travel expenses of the participants from field offices shall be charged to their local funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.
10. To facilitate arrangement for board and lodging, participants are advised to confirm their attendance through online registration at <http://bit.ly/ClusterCon> on or before September 20, 2018. A No Confirmation, No Accommodation policy shall be implemented; thus, strict compliance to the deadline of confirmation is enjoined.

11. To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at the sites stated below on or before **September 20, 2018**. **No Confirmation, No Accommodation** policy will be strictly implemented; thus, timely compliance with the deadline of confirmation is enjoined.

Cluster	Registration Sites	Deadline
1	http://bit.ly/Cluster_SO	October 1, 2018
2	http://bit.ly/Cluster_Cash	October 8, 2018
3	http://bit.ly/Cluster_Records	October 15, 2018
4	http://bit.ly/Cluster_OS	October 16, 2018

12. For more information, details, queries and other concerns, contact the following:

Cluster	Contact Person	Contact Number	Email Address
1	Billy V. Vega	0922-802-4559	billy.vega@deped.gov.ph
2	Melissa Boco	0995-811-9853	melissa.boco@deped.gov.ph
3	Alma D. Apanay	0935-877-8396	deped.records2@gmail.com
4	Amer Hussein Marohomsar	0975-276-4784	hussain.marohomsar@gmail.com

13. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
 Secretary

Encl.:

As stated

Reference:

DepEd Memorandum (No. 103, s. 2018)

To be indicated in the Perpetual Index
 under the following subjects:

CONFERENCE
 EMPLOYEES
 OFFICIALS
 ORGANIZATIONS

CLUSTER CONFERENCES OF DEPED ADMINISTRATIVE SERVICES

LIST OF PARTICIPANTS

B-1 SUPPLY GROUP		October 9 - 13, 2018	General Santos City, Region XII
14	Administrative Officer V	All Regional Supply Officers	All Regions
220	Administrative Officer IV	All SDO Supply Officers	All Schools Division Offices
1	Office of the Regional Director	Dr. Evelyn Fetalvero	Regional Office XII
3	Supervising Administrative Officer	Marlo B. Baniguet	Regional Office II
	Supervising Administrative Officer	Angelina Mendibala	Regional Office IV-A
	Supervising Administrative Officer	Mudin Bantas	Regional Office XII
	Supervising Administrative Officer	Cornelia Adaci Dulnuan	Regional Office CAR
2	Schools Division Superintendent	Dr. Gildo Mosqueda	SDO General Santos, RO XII
	Schools Division Superintendent	Dr. Bianito Dagatan	SDO Cebu City, RO VII
2	Administrative Officer V	Maria Isabel Dioso	SDO General Santos, RO XII
	Administrative Officer V	Alexander Anquillano	ARMM Regional Office
3	School Implementing Unit	Pamela C. Verzola	Antipolo Senior High School, RO IV-A
	School Implementing Unit	Martin Pasinagan	Passay City West HS, NCR
	School Implementing Unit	Rolando N. Neppiol	Ateneo Science High School, RO XII
7	Service Group Expert	Crisologo Singson	Regional Office IX
	Service Group Expert	Tereso DL. Ubungin, Jr.	National Capital Region
	Service Group Expert	Isabelita Sampayan	SDO Palawan, Region IV-B
	Service Group Expert	Emmanuel Icalina	SDO Laguna, Region IV-A
	Service Group Expert	Michael Gloria	SDO Antipolo, Region IV-A
	Service Group Expert	Dennis Garcia	SDO Bulacan, Region III
	Service Group Expert	Maria Cristina P. Fajardo	Pampanga National High School, Region III
3	TWG	Jose Leody Armada	Regional Office XII
	TWG	Valentina Sepanton	Regional Office II
	TWG	Ronel Arellano	SDO Pasay, NCR
4	Facilitators	Dir. Abram Abanil	ICTS, CO
	Facilitators	Dir. Edel Carag	BLR-Manila, CO
	Facilitators	Dir. Joel Erestain	Procurement Service, CO
	Facilitators	Engr. Luis Purisima, Jr.	Education Facilities Division, CO
10	Conference Committee	Maritess L. Ablay	Asset Management Division, CO
	Conference Committee	Sonia R. De Leon	Cash Division, Central Office
	Conference Committee	Albert T. Alano	Asset Management Division, CO
	Conference Committee	Billy V. Vega	Asset Management Division, CO
	Conference Committee	Rosemary Nina Magtibay	Asset Management Division, CO
	Conference Committee	Michelle Ann C. Malco	Asset Management Division, CO
	Conference Committee	Allan Martin Flores	Asset Management Division, CO
	Conference Committee	Carlo Joey Verdan	Asset Management Division, CO
	Conference Committee	Salvador Fernandez	Regional Office IV-B
	Conference Committee	Cynthia Gatan	SDO Las Pinas, NCR
	Conference Committee	Shirley Gulang	Asset Management Division, CO
2	Resource Person	Dir. Robert M. Agustin	Administrative Service, CO
	Resource Person	Leonardo M. Manalo	Office of the Sec for Administration
	CO Staff	Leslie Rose Lontok	Administrative Service, CO
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CLUSTER CONFERENCES OF DEPED ADMINISTRATIVE SERVICES

LIST OF PARTICIPANTS

B-2	CASH GROUP	October 16 - 20, 2018	Laoag City, Region I
14	Administrative Officer V	All Regional Cashiers	All Regions
220	Administrative Officer IV	All SDO Cashiers	All Schools Division Offices
1	Regional Director	Malcolm S. Garma	Regional Office I
2	Supervising Administrative Officer	Santiago Jacky D. Villafuerte II	Regional Office V
	Supervising Administrative Officer	Mercedes D. Sarmiento	SAD, DIC Chief Admin, Regional Office VIII
2	Schools Division Superintendent	Joel B. Lopez	SDO Laoag, RO I
	Schools Division Superintendent	Cherrylou de Mesa Repla	SDO Cavite Province, RO IV-A
2	Administrative Officer V	Ketchie Altamila	Taguig Pateros, NCR
	Administrative Officer V	Esther P. Alfara	SDO Bacolod, RO VI
2	School Implementing Unit	Nemila P. Aguro	Hollo NHS, RO VI
	School Implementing Unit	Dante M. Decena	Cashier, AO I, Davao NHS, RO XI
7	Service Group Expert	Zita Santos	Regional Office III
	Service Group Expert	Sybil R. Zenarosa	Regional Office IV-A
	Service Group Expert	Lourdes Macapagal	Regional Office III
	Service Group Expert	Efleda Magadia	SDO Malabon, NCR
	Service Group Expert	Vannity Kaye Sison	SDO Pangasinan I, RO I
	Service Group Expert	Cherry Mae Rachelle Bongco	SDO Zamboanga City, Region IX
	Service Group Expert	Gerina B. Malabanan	Bacoor National High School (Main), Region IV-A
3	TWG	Brenda M. Miado	Regional Office VI
	TWG	Naynie L. Ducut	National Capital Region
	TWG	Ma. Teresa P. Gayon	SDO Bulidnon, RO X
4	Facilitators	Ardee Ramilo	Finance Officer, Region IV-B
	Facilitators	Antonio Arquero	Finance Officer, Region III
	Facilitators	Arnel Calubag	Accountant, Region X
	Facilitators	Arnold Vino	Accountant, Region I
10	Conference Committee	Sonia R. De Leon	Cash Division, Central Office
	Conference Committee	Maritess L. Ablay	Asset Management Division
	Conference Committee	Melissa Boro	Cash Division, Central Office
	Conference Committee	Ma. Peachy G. Arañez	Cash Division, Central Office
	Conference Committee	Edwin N. Gomez	Cash Division, Central Office
	Conference Committee	Gemma Ruth Buensuceso	Cash Division, Central Office
	Conference Committee	Billy V. Vega	Asset Management Division
	Conference Committee	Carlo Verdan	Asset Management Division
	Conference Committee	DDR Staff	Office of the Director for Admin Service
	Conference Committee	DDR Staff	Office of the Director for Admin Service
2	Resource Person	Dir. Robert M. Agustin	Administrative Service, CO
	Resource Person	Leonardo M. Manalo	Office of the Usec for Administration
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CLUSTER CONFERENCES OF DEPED ADMINISTRATIVE SERVICES

LIST OF PARTICIPANTS

RECORDS GROUP		October 22-24, 2018	Bohol, Region VII
16	RO RECORDS OFFICERS	Administrative Officer V	All Regions
220	SDO RECORDS OFFICERS	Administrative Officer IV	All Schools Division Offices
1	Regional Director	Dr. Francis Cesar B. Bringas	CARAGA
2	Supervising Administrative Officer	Joel B. Rosales	Regional Office - CARAGA
	Supervising Administrative Officer	Ida F. Cabantan	Regional Office - VII
2	School Division Superintendent	Dr. Maria Theresa M. Real	Division of Sargao - CARAGA
	School Division Superintendent	Dr. Gregorio Cyrus Ejorde	SDO Naga City - Region VII
2	Administrative Officer V	Ivy J. Estadilla	SDO, Dipolog City - Region IX
	Administrative Officer V	Fermin Albutra	SDO, Bohol
2	School Implementing Unit	Dr. Pacifico C. Dela Cruz, Jr.	Zamboanga City NHS - Region IX
	School Implementing Unit	Orvyn Claire O. Caresosa	Dr. Cecilio Putong NHS - Region VII
7	Service Group Expert	Atty. Jose Mario Macarilay	Regional Office - II
	Service Group Expert	Dr. Marlou J. Cusi	Regional Office - NCR
	Service Group Expert	Antonio C. Ahmad	SDO, Camarines Sur - Region V
	Service Group Expert	May Bernadeth dela Rosa	SDO, Marinduque - Region IV-B
	Service Group Expert	Olivia M. Sibug	Regional Office - III
	Service Group Expert	Dr. Mitchelin L. Micabani	Regional Office - VII
	Service Group Expert	Lena Venus G. Ngao-I	Kalinga National High School
3	TWG	Jonah V. Uypico	SDO, Silay - Region VI
	TWG	Mary Rose D. Ricafort	SDO, Malabon - NCR
	TWG	Luzviminda C. Fabian	SDO, Quezon City - NCR
4	Facilitator	Nanette R. Mamoransing	Records Division, Central Office
	Facilitator	Victor V. Yntig	Region VII - Cebu City
	Facilitator	Jutchel L. Nayra	SDO, Malaybalay City - Reg. X
	Facilitator	Billy V. Vega	Asset Management Division, CO
12	Conference Committee	Dr. Dominga N. Um	SDO La Union - Region I
	Conference Committee	Anna Liza A. Queinan	SDO, Vigan City - Region I
	Conference Committee	Dr. Ma. Corazon Palomique	SDO, Muntinlupa - NCR
	Conference Committee	Fernando G. Petite	OUA - Central Office
	Conference Committee	Rhodora Joy G. Perlas	SDO, Tuguegarao - Region II
	Conference Committee	Edna T. Carlas	SDO Angeles City - Region III
	Conference Committee	Rose Marie D. Moscoso	Records Division, Central Office
	Conference Committee	Alma D. Aparay	Records Division, Central Office
	Conference Committee	Benedicto Tambis	Records Division, Central Office
	Conference Committee	Ron Mark T. Flores	Records Division, Central Office
	Conference Committee	Princess T. Baquiran	Records Division, Central Office
	Conference Committee	Rodel D. Burcer	Records Division, Central Office
2	Resource Person	Dir. Robert M. Agustin	Administrative Service, C.O.
	Resource Person	Leonardo M. Manalo	OUA - Central Office
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CLUSTER CONFERENCES OF DEPED ADMINISTRATIVE SERVICES

LIST OF PARTICIPANTS

B-4 GENERAL SERVICES GROUP October 23-27, 2018 Cebu City, Region VII			
13	RO General Services	In-Charged RO personnel	All Regions
219	SDO General Services	In-Charged SDO personnel	All Schools Division Offices
1	Regional Director	Dr. Juliet Jeruta	Regional Office VII
3	Supervising Administrative Officer	Ramon Canazo	Regional Office I
	Supervising Administrative Officer	Armando Gumapon	Regional Office IX
	Supervising Administrative Officer	Ian Cabahug	Regional Office X
2	Schools Division Superintendent	Clarissa Zamora	SDO Iloilo City, RO VI
	Schools Division Superintendent	Dr. Roseller Gelig	SDO Danao City, RO VII
3	School Implementing Unit	Jean Lumagas	Dona Francisca Lacsamana O. NHS RO I
	School Implementing Unit	Liza Chan	Bacolod City NHS RO VI
	School Implementing Unit	Ellen Somosierra	Cagayan De Oro NHS, Region X
7	Service Group Expert	Ann Gerahyn T. Pelias	RO IV-A
	Service Group Expert	Melito Maraloto	RO III
	Service Group Expert	Leda Jalandoni	SDO Caidiz, Region VI
	Service Group Expert	Frederick Vallinas	SDO Antipolo, Region IV-A
	Service Group Expert	Verna Cabaya	SDO Cavite, Region IV-A
	Service Group Expert	Jeremy Denampo	SDO Cebu Province, Region VII
	Service Group Expert	Rosalie P. Alfabeto	Leyte National High School, Region VIII
3	TWG	Ace Boado	SDO La Union
	TWG	Barbara Calubayan	RO XI
	TWG	Rosemary Peralta	RO II
4	Facilitators	Billy V. Vega	Central Office
	Facilitators	Ann Retunil	RO XI
	Facilitators	Elizabeth Cabuboy	RO VIII
	Facilitators	Arnel Serafica	SDO Zambales
10	Conference Committee	Florentino M. Barte, Jr.	GSD, Central Office
	Conference Committee	Engr. Mark Joseph Calikung	GSD, Central Office
	Conference Committee	Arner Hussein S. Marohombas	GSD, Central Office
	Conference Committee	Mary Jane G. De Guzman	GSD, Central Office
	Conference Committee	Cecilio Gutierrez	SDO Oriental Mindoro
	Conference Committee	Antero Buiza	SDO Albay
	Conference Committee	Arnold Magdaet	SDO Kabankalan City RO VI
	Conference Committee	Zenaida Porras	SDO Tacurong
	Conference Committee	Antonina Java	SDO Iloilo City, RO VI
	Conference Committee	Ivy Estadilla	SDO Dipolog
2	Resource Person	Dir. Robert M. Agustin	Administrative Service, CO
	Resource Person	Leonardo M. Manalo	Office of the Usee for Administration
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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI

TRAVEL REPORT

Title of Training/Seminar: _____
Inclusive Dates: _____
Venue: _____

Objectives	Highlights/Vital Information of the Training, Seminar. Etc.	Agreements, Commitments made on behalf of the Regional Office	Office concerned of the vital information	Action Taken	Remarks

Prepared by: (Participant)

Noted: (Head of Office)