



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS



MEMORANDUM

FOR: Undersecretary FRANCISCO M. VARELA

FROM: Undersecretary RIZALINO D. RIVERA

SUBJECT: AUTHORITY TO CONDUCT WORKSHOP to Clarify the Roles and Responsibilities of the Administrative Officer V in the Schools Division Office

DATE: September 03, 2014

By: [Signature]
 311
 100/0000 - \$79,800
 ALLOTMENT AVAILAB
 9/9/14
 SELEWYN C. BRIGNES
 Supervising Administrative Officer
 OIC, Budget Division

This is to request authority to conduct a workshop for a group of selected Schools Division Administrative Officers V (SDO-AO V) and Regional Office Chief Administrative Officers (RO-CAOs) to be held on September 11 to 12, 2014 at the EDPITAF Conference Room, Dormitory D, DepEd Complex, Meralco Avenue, Pasig City.

The workshop aims to clarify the roles and responsibilities of the SDO-AO V in the rationalized structure. Specifically, the participants shall:

- a. Review the current responsibilities vis-à-vis the rationalized functions and draft job design of the SDO-AO V;
- b. Define the accountabilities, responsibilities and work relationships of the SDO-AO V within the schools division office and across organization levels; and
- c. Develop recommendations to address identified gaps and issues for the review of the Executive Management

Participants to this activity are as follows:

Name	Office
1. Merle De Jesus	Schools Division of Bulacan, RO III
2. Amelia Dean	Schools Division of Rizal, RO IV-A
3. Romeo Rosales	Schools Division of Cavite City, RO IV-A
4. Jessie James Kingat	Schools Division of Sta. Rosa City, RO IV-A
5. Renato Acero	Schools Division of Batangas, RO IV-A
6. Rufo Larosa	Schools Division of Lucena City, RO IV-A
7. Armand Faral	Schools Division of Tanauan City, RO IV-A
8. Isabelita Sampayan	Schools Division of Palawan, RO IV-B
9. Bert Orillis	Schools Division of Roxas City, RO VI
10. Ernesto Nordesta	Schools Division of Iloilo, RO VI



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| 11. Leda Jalandoni | Schools Division of Cadiz City, RO VI |
| 12. Benjamin Tiongzon | Schools Division of Mandaue City, RO VII |
| 13. Johnny Balawag | Schools Division of Cotabato City, RO XII |
| 14. Joel Rosales | Schools Division of Surigao del Norte, CARAGA |
| 15. Sheralyne Pequina | Schools Division of Dinagat Islands, CARAGA |
| 16. Virginia Batan | Schools Division of Mountain Province, CAR |
| 17. Rene Ramos | Schools Division of Pasig City, NCR |
| 18. Rene Pastorfide | Region IV- B |
| 19. Ann Geralyn Pelias | Region IV-A |

Accommodations and other expenses to be incurred relative the conduct of the above-mentioned activity, estimated at **Php79,800.00**, are also requested to be charged to OSEC Funds, except for the transportation and per diem allowances of the participants which shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations. Attached, for your ready reference, is the Budget Estimate for the purpose.

For your consideration and approval.

Thank you.

Mgt/Mendoza

Received: Joseph
9/9/14
6032