



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



Personnel-RM-2025-734

06 October 2025

Regional Memorandum

No. 734, s. 2025

**CAPACITY-BUILDING FOR ADMINISTRATIVE OFFICERS
 IV AND V (Administrative Group)**

To **Schools Division Superintendents**
Division Administrative Officer IV (HRMO II)
Division Administrative Officer V
All Others Concerned

1. The Regional Office through the Administrative Services Division (ASD) shall conduct a **Capacity-Building for Administrative Officers IV and V (Administrative Group) on November 18-20, 2025**, at a venue to be announced on a separate issuance.
2. The capacity building aims to:
 - a. Improve the technical skills, knowledge, and management capabilities of Administrative Officers IV and V;
 - b. Equip Administrative Officers with the necessary understanding and tools to comply with updated government rules, policies, and regulations;
 - c. Enable Administrative Officers to efficiently manage administrative, asset, procurement, records management, cash, and human resource processes; and
 - d. Resolve issues/concerns relative to asset, procurement, records management, cash, and human resource processes.
3. Expected participants in this capacity building are as follows:

Position/Designation	No. of Pax
Schools Division Office	
Division Administrative Officer V (Admin. Group or BAC Member or BAC Secretariat)	24
Division Administrative Officer IV (HRMO II, Supply Officer, Cashier, Records Officer)	96
Regional Office	
ASD Proper	3
Asset Management Section	3
Procurement Unit	2
Personnel Section	8
General Services Unit	3



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Certificate No. PHP QMS 22 02 0025

Cash Section	2
Records Section	1
Total Number of Participants	142

4. Participants as stated in paragraph no. 3 are requested to register at <https://forms.office.com/r/QyVRWP13FP> until **12:00 noon of October 31, 2025 (Friday)**. It is also requested to bring laptop and extension cord necessary for the said activity.
5. Attached is the indicative program of activities for reference.
6. Immediate dissemination of and compliance to this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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INDICATIVE PROGRAM OF ACTIVITIES

TIME	AGENDA	PERSON-IN-CHARGE
DAY 1		
08:00AM – 08:30AM	Registration/ Setting In	Evan Lyn- Dell C. Masing Marivic F. Labay Geleen Grace M. Bueno Jermaine Lee D. Nelson Danna Marie E. Alba
08:31AM – 08:50AM	Opening Program	AVP
08:51AM – 09:00AM	Checking of Attendance	Atty. Kelvin P. Matib
09:01AM – 09:30AM	Opening Statement	Atty. Alberto T. Escobarte, CESO II
09:31AM – 09:35AM	Statement of Purpose	Ann Geralyn T. Pelias
09:36AM – 12:00NN	Break-out rooms <i>(HRMO II, Supply Officer, Cashier, Records Officer)</i>	Concerned RO-AO V
12:01PM – 1:00PM	LUNCH BREAK	
1:01PM-5:00PM	“Leadership and Ethics” (for AO V or BAC Member or BAC Secretariat and AOIV (Cashier II) <i>or</i> Break-out rooms <i>(HRMO II, Supply Officer, and Records Officer)</i>	CSC Official Concerned RO-AO V
DAY 2		
8:00AM -5:00 PM	Cont. Break-out rooms	Concerned RO-AO V
DAY 3		
08:00AM – 8:05AM	Prayer	AVP
08:06AM - 8:10AM	Nationalistic Song	AVP
08:11AM – 12:00NN	Issues/concerns relative to asset, procurement, records management, cash, and human resource processes	Ann Geralyn T. Pelias Concerned RO AOV
12:01PM-1:00PM	LUNCH BREAK	
1:01PM-03:30PM	Presentation on Best Practices demonstrated by the Admin. Group	Concerned SDO AO IV/V and RO AOV
03:31PM – 04:00PM	Closing Remarks	ARD Loida N. Nidea
04:01PM – 05:00PM	Distribution of Certificates of Appreciation/Participation	ARD Loida N. Nidea Ann Geralyn T. Pelias
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