



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



22 January 2026

Regional Memorandum
No.55 s.2026

**CAPABILITY BUILDING FOR ADMINISTRATIVE OFFICERS
IN SCHOOLS**

**To: Schools Division Superintendents
School Administrative Officers
All Others Concerned**

1. With the creation of school-based Administrative Officer II (AO II) positions in public elementary and secondary schools beginning in 2019, the Regional Office through the Administrative Services Division (ASD), recognizes the need to conduct a **clustered capability building activity** for Administrative Officers in Schools to strengthen their competencies and enhance the effective and efficient delivery of administrative functions.
2. The capability building activity aims to:
 - a. Provide Administrative Officers with the knowledge and tools needed to comply with current DepEd and other government policies, rules, and regulations;
 - b. Enable Administrative Officers to effectively manage key administrative functions, including records, procurement, assets, and human resources; and
 - c. Address challenges and improve processes related to school administration, ensuring timely, accurate, and high-quality support for school operations and learner services.
3. The clustering of School Administrative Officers, expected no. of participants, and corresponding schedules are as follows:

Cluster Schools Division Offices	Expected No. of Pax	Dates
Cavite Cluster	392	February 24-26, 2026
Laguna Cluster	507	March 3-5, 2026
Batangas Cluster	796	March 17-19, 2026
Rizal Cluster	285	March 23-25, 2026
Quezon Cluster	789	TBA
TOTAL	2,769	
Regional Office		
ASD Proper	2	



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

Asset Management Section	2	
Procurement Unit	2	
Personnel Section	3	
Records Section	1	
TOTAL	10	

4. Expected participants shall register through <https://bit.ly/CAPACITYAO> on or before January 30, 2026. Registration shall serve as confirmation of attendance and strictly no alternate participant shall be allowed. The venue for each activity shall be announced through a separate advisory.
5. For the workshop, the participants must bring their own laptop and extension cord, necessary for the conduct of activity.
6. A registration fee of **Php 6,000.00 for live-in participant** or **Php 3,600 for live-out participant**, shall be collected to defray expenses incidental to the conduct of the capability building activity.
7. The registration fee, transportation, per diem and other incidental expenses for school participants shall be charged against school MOOE/local funds, while that of the regional personnel shall be charged against regional funds, subject to existing government accounting, auditing, and procurement rules and regulations.
8. Attached is the indicative program of activities for reference.
9. Immediate dissemination of and compliance with this Memorandum are desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

b

(15)

INDICATIVE PROGRAM OF ACTIVITIES

TIME	AGENDA	PERSON-IN-CHARGE
DAY 1		
08:00AM – 08:20AM	REGISTRATION / SETTLING IN	TWG
08:21AM – 08:40AM	OPENING PROGRAM	AVP
08:41AM – 08:50AM	CHECKING OF ATTENDANCE	Atty. Kelvin P. Matib
08:51AM – 09:20AM	OPENING STATEMENT	Atty. Alberto T. Escobarte, CESO II
09:21AM – 09:30AM	STATEMENT OF PURPOSE	Ann Geralyn T. Pelias
09:31AM – 10:00AM	PRE-TEST	TWG
10:01AM – 10:30AM	REVISIT/REVIEW OF DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS	Personnel Section
10:31AM - 12:00 NN	PROCUREMENT REPUBLIC ACT NO. 12009	Jocelyn L. Martin
12:01PM – 01:00PM	LUNCH BREAK	
01:01PM – 5:00 PM	CONTINUATION OF PROCUREMENT	Jocelyn L. Martin
DAY 2		
08:00AM – 10:00AM	CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIAL AND EMPLOYEE REPUBLIC ACT NO. 6713	Atty. Kelvin P. Matib
10:01AM – 12:00NN	PERSONNEL ACTIONS	Maria Susana B. Oliveros Marivic F. Labay Geleen Grace M. Bueno
12:01PM – 01:00PM	LUNCH BREAK	
01:01PM – 5:00 PM	CONTINUATION OF PERSONNEL ACTIONS	Maria Susana B. Oliveros Marivic F. Labay Geleen Grace M. Bueno
DAY 3		
08:00AM – 11:00AM	ASSET MANAGEMENT	Michael P. Glorial
11:01AM – 12:00NN	RECORDS MANAGEMENT	Babeth C. Cruz
12:01PM – 01:00PM	LUNCH BREAK	
01:01PM – 03:00PM	CONTINUATION OF RECORDS MANAGEMENT	Babeth C. Cruz
03:01PM – 03:30PM	POST-TEST	TWG
03:31PM – 4:00PM	CLOSING REMARKS	ARD Loida N. Nidea
04:01pm – 5:00PM	DISTRIBUTION OF CERTIFICATES OF APPRECIATION/PARTICIPATION	ARD Loida N. Nidea Ann Geralyn T. Pelias
- HOME SWEET HOME -		