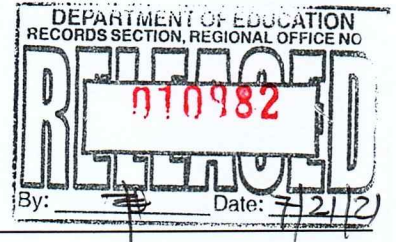




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

JUL 21 2021

REGIONAL MEMORANDUM
 No. 769, s. 2021

REGIONAL CONFERENCE OF PERSONNEL IN THE ADMINISTRATIVE SERVICES (RCPAS)

To: Schools Division Superintendents

1. The Department of Education- Regional Office I greatly acknowledge the contribution of the personnel in the Administrative Services in the attainment of its vision and mission, and in contributing for the improvement of the Key Performance Indicators (KPIs) of the department, through the support it provides to the different key players in the implementation of their respective programs, projects, and activities.

2. In view of this, the Department of Education- Regional Office I, through the initiative of the Administrative Division, will conduct the Regional Conference of Personnel in the Administrative Services (RCPAS) via the MS Teams platform on August 3-4, 2021, 9:00 AM- 4:00 PM. This conference will serve as a platform to discuss the challenges and gaps being experienced by the different personnel in the field and to render the necessary technical assistance needed by the SDO personnel. Participants are requested to log- in this link <https://tinyurl.com/268kpb7k> 10 minutes or earlier before the start of the program. Participants are as follows:

- a. Head of Administrative Section- Administrative Officer V
- b. Section Head- Cash
- c. Section Head- Personnel
- d. Section Head- Property and Supply
- e. Section Head- Records
- f. Section Head- General Services

3. Participants are divided into two groups, listed below:

August 3, 2021	August 4, 2021
Ilocos Norte, Laoag City, Batac City, Ilocos Sur, Candon City, Vigan City, La Union, and, San Fernando City	Pangasinan I, Dagupan City, San Carlos City, Pangasinan II, Alaminos City, and Urdaneta City

4. Prior the conference, this Office earnestly requests for the submission of the concerns per area in your Office that will be addressed by each key personnel. The template to be used can be accessed at the link <https://tinyurl.com/d5xywe9u>.

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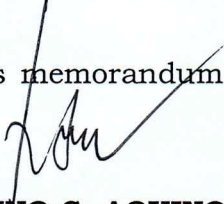




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5. Deadline of submission will be on or before July 27, 2021, at the link <https://tinyurl.com/c6wpd8c3> for consolidation and analysis of the Regional Office Management Team.
6. Immediate dissemination and compliance to this memorandum is desired.


TOLENTINO G. AQUINO
Director IV



Encls: N/A

Reference: N/A

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

Administrative Section

Issues and Concerns

Regional Conference

AD-AMS/rrnb/RegionalMemorandum-RCPAS
July 19, 2021

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