



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 814, s. 2023

AUG 15 2023

To: All Schools Division Superintendents
DepEd RO I Chief of Administrative Division and
Heads of Sections/Units

**2023 Kamustahan with Administrative Services in the Schools Division
Offices (SDOs)**

1. The Administrative Divisions with all its Sections as well as all its counterparts in the SDOs have always been in the forefront in delivering support services. The performance of the personnel in Administrative Services has a great impact on the attainment of the flagship programs of the Department.
2. In line with this, DepEd Regional Office I, through Administrative Division, will conduct a Kamustahan with Personnel of Administrative Service on August 17 - 18, 2023 National Educators' Academy of the Philippines - Region I (NEAP - RI).
3. Generally, the objective of the activity is to gather all key players who oversee the delivery of support service and to discuss some mitigating actions in overcoming issues in their respective Office.
4. First meal is breakfast on August 17, 2023. The list of participants is hereto attached for reference.
5. This serves as the Authority to Travel for the participants.
6. Immediate dissemination and compliance to this Memorandum is desired.



TOLENTINO G. AQUINO
Director IV

Encl.: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

OFFICIALS

SERVICES

PERSONNEL

AD/ann/RM_ 2023 Kamustahan with Administrative Services in the SDOs

August 14, 2023



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LIST OF PARTICIPANTS
 2023 Kamustahan with Administrative Services in the
 Schools Division Offices (SDOs)
 August 17 - 18, 2023
 NEAP - RI

Office	No. of Pax	Participants
Ilocos Norte	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Laoag City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Batac City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Ilocos Sur	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Vigan City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Candon City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
La Union	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
San Fernando City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Pangasinan I	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Pangasinan II	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Alaminos City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Dagupan City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
San Carlos City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Urduaneta City	6	AO V, AO IV of Supply, Records, Cash, and HRMO, and Payroll Focal Person
Regional Office		
Admin. Proper	2	
Personnel Section	3	
Records Section	2	
Cash Section	2	
Procurement Unit	2	
Asset Mgmt. Section	3	
General Services Unit	2	
Secretariat	3	

** The above-cited participants may be substituted by authorized representatives.*