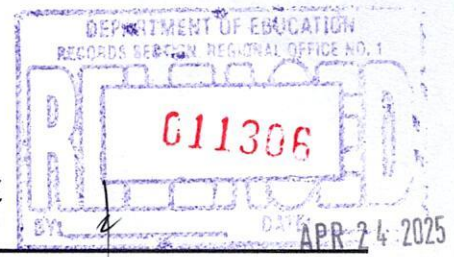




Republic of the Philippines  
Department of Education  
REGION I



REGIONAL MEMORANDUM  
No. 558 s. 2025

**CONDUCT OF THE 2025 REGIONAL CONFERENCE OF PERSONNEL IN ADMINISTRATIVE SERVICES (RCPAS)**

To: Schools Division Superintendents

1. The Department of Education greatly acknowledge the contribution of the personnel in the Administrative Services in the attainment of its vision and mission, and in contributing to the improvement of the Key Performance Indicators (KPIs) of the department, through the support it provides in the implementation of the Office's Programs, Projects, and Activities (PPAs).

2. With that, the Administrative Division of Department of Education- Regional Office I will conduct the 2025 Regional Conference of Personnel in Administrative Services (RCPAS) at the Baguio Palace Hotel, 21 Legarda Road, Baguio City on May 28-30, 2025, with Day 0 on May 27, 2025. 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.

3. For Day 3, a benchmarking activity shall be conducted at SDO Baguio City, and the CAR- Regional Office. In line with this, participants are encouraged to send thru this link <https://tinyurl.com/RCPAS2025> their specific concerns/challenges in their SDO for technical assistance which must be sent on or before May 19, 2025.

4. The first meal to be served is Dinner on Day 0 and the last meal to be served is PM Snacks on Day 3. Travel and other incidental expenses of the participants shall be charged against their local funds, subject to the usual accounting and auditing rules and regulations.

5. The participants per SDO of this activity is attached for reference. No representative allowed. If the identified personnel cannot attend, a justification letter with the name of the substitute must be forwarded to the Regional Office on or before May 19, 2025, at email address [ams.region1@deped.gov.ph](mailto:ams.region1@deped.gov.ph).

6. This memorandum serves as the Authority to Travel of the participants.

7. Immediate dissemination of this memorandum is desired.

**TOLENTINO G. AQUINO**  
Director IV



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Effectivity	11.18.2024	Page	1 of 6



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

ADMINISTRATIVE SERVICES      RCPAS

AD-AMS/rmb/RM\_2025RCPAS  
April 24, 2025

## SCHOOLS DIVISION OFFICE (SDO) PARTICIPANTS

### 2025 REGIONAL CONFERENCE OF PERSONNEL IN ADMINISTRATIVE SERVICES (RCPAS) BAGUIO PALACE HOTEL MAY 28-30, 2025

Schools Division Office	Number of pax	Expected Pax
Ilocos Norte	7	Marlon D. Macalma, Mency A. Turqueza, Agnes Aida C. Velasco, Azlie G. Balibao, Jason Danao, Regina B. Agcaoli, and Jerry Tabrilla
Laoag City	7	George Emman D. Manuel, Graciella Fae P. Saguiguit, Atty. Eliza R. Bareng, Sonny P. Diza, Willie M. Cabello, Orlaine April T. Tolentino, and Raymond Santos
Batac City	7	Joel P. Malunao, Jadley Mel P. Piso, Reyna Monique L. Lanuza, Ma. VeronicaA. Cabangisan, Angelica D. Obiano, Maylene D. Yasay, and Aubrhey Marie R. Oasay
Ilocos Sur	7	Marillac D. Quinsaat, Carlos C. Rabago Jr., Princess C. Baniqued, Wilma P. De Leon, Elizabeth R. Tabin, Teresita Gay R. Agcarao, and Raymark Rubia
Vigan City	7	Kim Tagorda, Greatest Yeng C. Molina, Sherelyn B. Riodil, Daisy A. Ancheta, Mark Allen C. Sinogo, Ferdinand F. Flores, and Marie Christine L. Natividad
Candon City	7	Ronalyn Keith R. Macasaddu-Lucina, Ellaine A. Gautani, John Paul M. Altis, Clare Glo Bartolome, Danielle Ann G. Gacusana, Sherry Ann I. Manzano, and Jun R. Cortez
La Union	7	Dominga N. Lim, Jose Rhetor C. Reyes, Nelson N. Nacis, Myla G. Dulatre, Maria Lelani S. Cortez, Ederlynda O. Ledda, and Lorenz Mark Casuga
San Fernando City	7	Aprillyn B. Carbonell, Benjamin L. Galvez I, Myla D. Mapanao, Marife L. Arca, Romulo G. Dyquiango Jr., Ma. Krizzalyn P. Sibayan, and Joseph Dacanay
Pangasinan I	7	Rafael Irwin G. Nicolas, Marcos P. Domasin, Jr., Araceli Laluan, Jenica Ocampo-Gabriel, Belinda V. Decena, Christile Joy J. Canilang, and Renato V. Fontanilla
Pangasinan II	7	Arvin R. Purisima, Yogie S. Castañeto, Maria Isabel Divina V. Matabang, Nelia F. Tabobo, Eddie V. Cancino, Symon

		Alfred R. Guyuran, and Emeterio Soniega
Alaminos City	7	Rosalie R. Sarmiento, Cynthia M. Ruamero, Robe Rose S. Gubatan , Karen C. Catabay, Maria Fe R. dela Cruz, Bea Charlene V. Quebral, and Mighty Prince Rabi C. Cabrera
Dagupan City	7	Myrel Angelica N. Lopez, Jennette A. Sison, Pilita O. Bautista, Allan D. Manaois, Clarita F. Tamayo, Jellie A. Solis, and Reynante B. Infante
San Carlos City	7	Dennis Donald L. Doria, Alodia D. Castro, Mayette Malicdem, Marimar M. Fernandez, Maria Cristina N. Mamorno, Nereson C. Gutierrez, and Atty. Liwawa D. Siapno
Urdaneta City	7	Leonardo C. Sorel, Mary Ann Joy S. Tablada, Emma V. Parayno, Pamela P. Villami, Mel Cristian R. Montero, Rizalyn D. Bergonio, and Reynaldo L. Tomas

### REGIONAL OFFICE (RO) PARTICIPANTS

Office	Number of Pax	Expected Participants
Administrative Division Proper	2	Atty. Rhea Joy L. Carbonell and Ramon O. Caniezo
Asset Management Section	2	Russell J. Milanes and Gillie Rose C. Dacumos
Personnel Section	2	Georgina N. Nerida, and Herminia F. Anwoju
Cash Section	2	Leah M. Paet and Paul Angelo Ramos
Records Section	1	Nhyke Bryan R. Bactat
General Services Unit	2	Ferdinand A. Chan and Claire L. Sibulo
Payroll Services Unit	2	Bernardo H. Alcantara, Jr. and Jayson M. Ornido
Procurement Unit	2	Elvira Q. Bueno and Marianne P. Lagera
Secretariat	3	Mary Ann D. Ramirez, Katherine B. Domino-Cabanilla, and Reymarc G. Gacayan
Drivers	4	
Top Management	2	ARD Rhoda T. Razon & RD Tolentino G. Aquino

## PROGRAM OF ACTIVITIES

**Day 1: May 28, 2025**

TIME	ACTIVITY	PERSONS INVOLVED
07:30- 08:30 AM	Registration of Participants	<b>RO SECRETARIAT</b>
08:30 AM- 08: 35 AM	Preliminaries  1. National Anthem 2. Opening Prayer 3. Region I Hymn 4. DepEd Quality Policy Statement	<b>AVP</b>
08:35 AM- 09:00 AM	Acknowledgment of Participants  Welcome Remarks  Statement of Purpose  Message	<b>RAMON O. CANIEZO</b> Supervising Administrative Officer  <b>RHODA T. RAZON</b> Director III  <b>ATTY. RHEA JOY L. CARBONELL</b> Chief Administrative Officer  <b>TOLENTINO G. AQUINO</b> Director IV
09:00 AM- 10: 00 AM	Discussion on the COA Rules and Guidelines related to Admin. Processes	<b>ATTY. MCDOBET P. QUINAGON</b> State Auditor IV/ATL
10:00 AM- 10:15 AM	<b>HEALTH BREAK</b>	
10:15 AM- 12:00 NN	Continuous discussion on the COA Rules and Guidelines related to Admin. Processes with provision of Technical Assistance	<b>ATTY. MCDOBET P. QUINAGON</b> State Auditor IV/ATL
12:00 NN- 01:00 PM	<b>LUNCH BREAK</b>	
01:00 PM- 03:00 PM	Risk Identification and Management	<b>CECILIA P. ROSIDO, Ph.D.</b> Chief Education Supervisor- Policy, Planning and Research Division (PPRD)
03:00 PM- 03:15 PM	<b>HEALTH BREAK</b>	
03:15 PM- 05:00 PM	Risk Identification and Management	<b>CECILIA P. ROSIDO, Ph.D.</b> CES- PPRD

**Day 2: May 29, 2025**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
08:00 AM- 08:30 AM	Recap of Discussions	RO Secretariat
08:30 AM- 10:00 AM	Theoretical Discussions on the Importance of Communication in the Workplace	<b>MARK ANTHONY D. LATOJA, Ph.D.</b> Subject Matter Expert
10:00 AM- 10:15 AM	<b>HEALTH BREAK</b>	
10:15 AM- 12:00 NN	Synergy Activities on the Importance of Importance of Communication in the Workplace	<b>MARK ANTHONY D. LATOJA, Ph.D.</b> Subject Matter Expert
12:00 NN- 01:00 PM	<b>LUNCH BREAK</b>	
01:00 PM- 03:00 PM	Theoretical Discussions on the Importance of Conflict Resolution and Management in a Workplace	<b>MARK ANTHONY D. LATOJA, Ph.D.</b> Subject Matter Expert
03:00 PM- 03:15 PM	<b>HEALTH BREAK</b>	
03:15 PM- 05:00 PM	Synergy Activities on the Importance of Problem Solving and Employee Engagement	<b>MARK ANTHONY D. LATOJA, Ph.D.</b> Subject Matter Expert

**Day 3: May 30, 2025**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
08:00 AM- 08:30 AM	Recap of Discussions	<b>RO Secretariat</b>
08:30 AM- 12:00 NN	Benchmarking to SDO Baguio City	<b>RCPAS Participants</b>
12:00 NN- 01:00 PM	<b>LUNCH BREAK</b>	
01:00 PM- 03:00 PM	Benchmarking to RO CAR	<b>RCPAS Participants</b>
03:00 PM- 03:15 PM	<b>HEALTH BREAK</b>	
03:15 PM- 03:30 PM	Response from Participants	1 AO V from SDO & 1 AO IV from SDO
03:30 PM- 05:00 PM	Closing Program  1. Makabayan Song 2. Distribution of Certificate of Participation & Certificate of Appearance  Closing Remarks	<b>ATTY. RHEA JOY L. CARBONELL</b> Chief Administrative Officer