



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 3, 2025

DIVISION MEMORANDUM

No. 003, s. **2025**

DIVISION ORIENTATION ON ENHANCING ADMINISTRATIVE EFFICIENCY AND COLLABORATION FOR ADMINISTRATIVE OFFICERS II IN THE FIELD

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
SDO Section Heads
Public Schools District Supervisors
Division Coordinators
Public, Elementary, and Secondary School Heads
Administrative Officer II
All Others Concerned

1. This Office will conduct a one-day orientation conference meeting for the Administrative Officers II assigned in the field on **January 7, 2025 (Tuesday), 9:00 a.m.** at Bulwagan ng Karunungan, DepEd SDO Sorsogon Province, Sorsogon City.
2. This activity aims:
 - a. To enhance administrative efficiency and foster collaboration among Administrative Officer II by discussing strategic initiatives, sharing best practices, and addressing operational challenges;
 - b. To conduct an Oath-Taking Ceremony for the newly appointed Administrative Officer II; and
 - c. To provide the cluster/school assignment of Administrative Officer II.
3. All participants in this activity are the Administrative Officers II assigned in the field. All participants are expected to wear white smart casual attire for the Oath-Taking Ceremony. No registration fee shall be collected.
4. Meals and other expenses of participants shall be charged against Division MOOE, while travel expenses shall be charged against their respective school MOOE. All expenses are subject to the usual accounting and auditing rules and regulations.
5. For information and guidance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent