




Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 018 s. 2025

TO: Administrative Officer V (Admin. Services)
Administrative Unit Heads (AO4)
Administrative Staff/Personnel
Others Concerned

FROM: 
MARGARITO A. CAPAYONA, JR. PhD CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DATE: May 14, 2025

SUBJECT: **CRAFTING AND PRESENTATION OF ADMINISTRATIVE SERVICES
HANDBOOK OF DEFINED PROCESSES**



1. A special meeting is hereby scheduled on Thursday, May 15, 2025 to start at 9:00 in the morning at the LR Office, this Division.
2. The agenda of the said meeting are the following:
 - a. Review and Presentation of Current Admin Processes
 - b. Crafting of the Administrative Processes Handbook
 - c. Feedback and Discussion
 - d. Action Plan per Unit
3. The participants shall be the Administrative Unit Heads and Personnel.
4. Your participation is crucial to ensure that our processes are efficient, effective, and aligned with our organizational goals.
5. Punctuality is highly desired.



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