



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DAVAO DEL SUR

March 28, 2025

DIVISION MEMORANDUM

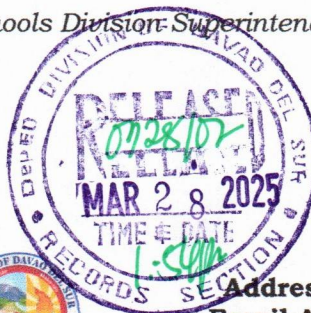
OSDS – 2025 - 102

ATTENDANCE TO THE TWO – DAY TRAINING-WORKSHOP ON THE SYSTEM FACILITIES/FUNCTIONALITIES OF THE AUTOMATED MODIFIED FORM 7 AND UPGRADES ON THE VARIOUS PROCESSES OF THE GENERAL ADMINISTRATIVE SERVICES

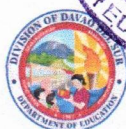
TO : Administrative Officer V - GAS
Administrative Officer II – Elementary Level
Select Personnel from DPSU and Admin. Services Section
All Others Concerned
This Division

1. The Schools Division Office of Davao del Sur through the General Administrative Services Section shall conduct a **Two - Day Training Workshop on the System Facilities/Functionalities of the Automated Modified Form 7 and Upgrades on the various processes of the General Administrative Services** to facilitate enhancement in its service delivery and transform the various processes of the section into a more responsive and efficient system. The said activity shall be conducted in three (3) batches which is set to start on April 14-15; 22-23; 28-29, 2025. The venue for this activity shall be announced through a separate issuance. Expected participants for this activity are all Administrative Officer II in the Elementary Level who are currently handling a school/s.
2. Attached as Enclosure A is the list of districts with their respective assigned date of attendance.
3. Furthermore, participants are directed to bring the following:
 - a. Functional Laptops;
 - b. Extension Wire;
 - c. Personnel DTR for the month of March;
 - d. Flash drive
 - e. Internet Modem for stable internet connection (participants shall make sure to secure a stable internet connection for the workshop)
4. Meal and snacks shall be chargeable against SDO Funds while travel expenses incurred in attendance at this training shall be chargeable against school funds subject to the usual accounting and auditing rules.
5. For reference and guidance of all concerned.

By the Authority of the Schools Division Superintendent:



RAQUEL J. CARBOS, EdD
Administrative Officer V - GAS
In - Charge of the Division



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Enclosure A. List of districts with respective date of attendance

Batch	Name of District	No. of Expected AO II	Date
1	Bansalan East	8	April 14-15, 2025
	Bansalan West	9	
	Hagonoy I	10	
	Hagonoy II	7	
	Padada	10	
	Magsaysay North	6	
2	Kiblawan North	8	April 22-23, 2025
	Kiblawan South	9	
	Magsaysay South	12	
	Malalag	11	
	Matanao I	11	
3	Matanao II	14	April 28-29, 2025
	Sta. Cruz North	10	
	Sta. Cruz South	10	
	Sulop	14	

Members of the Technical Working Group:

1. Archie Ryan Parilla
2. Michealson Lagare
3. Cecil Lopez
4. Kristy Jane Donaire
5. Jia Rose Decena
6. Roel Valdueza
7. Frenzy Ken Alberca
8. Charyl Honey Pinote
9. Raquel Carbos