



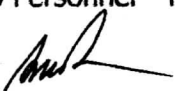
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V (Bicol)
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

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Memorandum

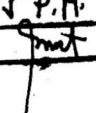
TO : Chiefs, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Section Heads
All SDO Personnel – Regular Permanent, Casual & Jobbers

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : **One-Day Division Consultative Conference on Efficient and Effective Delivery of Frontline Services**

DATE : March 19, 2018

RELEASED

Division of Catanduanes
RECORDS SECTION
DATE: MAR 20 2018
TIME: 4:15 P.M.
Initial/Signature: 

This Office will conduct a One-Day Division Consultative Conference on Efficient and Effective Delivery of Frontline Services on March 21, 2018 at SDO Lobby.

The objectives of the said activity are as follows:

1. Delineate office mandates, functions and broad-strokes deliverables based on the rationalized structure (DepEd Order No. 52, s. 2015);
2. Review of Compendium of Office Functions and Job Descriptions
3. Identify frontline services in the Division and craft citizen's charter with provisions as to documentary requirements, procedure, duration of activities, person's in-charge/responsible and fees (if applicable) per service per unit/section/division;
4. Enhance work values, collaborative skills and team spirit;
5. Appreciate contribution of both the individual and collective efforts and deliverables in realizing the DepEd's strategic directions and priorities, and as translated into OPCR/IPCRRF.

All SDO employees are expected to attend the said activity. The opening program will start at 8:30 am. In the afternoon, at 3:00 pm, there will be a thanksgiving mass and to be followed by Send Off and Welcome Party.

For your information, guidance, and compliance.