



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN


May 29, 2025

DIVISION MEMORANDUM
No. 220, s. 2026

**CONVERGENCE OF DIVISION AND DISTRICT/SCHOOL
ADMINISTRATIVE PERSONNEL THRU VIRTUAL PLATFORM**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Unit and Section Heads
Public Schools District Supervisors
Public Elem. and Sec. School Heads
School-Based Administrative Officers
This Division

1. In support to our school-based Administrative Officers as well as to ensure continuous improvement in the performance of their KRAs, this Office, thru the Administrative Unit shall conduct a **Convergence of Division and District/School Administrative Personnel on June 5, 2026 (Friday) via virtual platform**, to start at 8:30 in the morning. The link shall be: <https://meet.google.com/qni-sqxc-qis>.
2. The convergence aims to provide technical assistance to our Administrative Officers II assigned in the elementary and secondary schools particularly on the following:
 - a. Teacher Overload Pay
 - b. Teacher Overtime Pay
 - c. DepEd Order No. 13 s. 2024 (Revised Guidelines on the Grant of VSC)
 - d. RM No. 410 s. 2026 Guidelines on the Grant of Compensatory Overtime Credit (COC) and Availment of Compensatory Time Off (CTO)
 - e. Medical Allowance Reportorial Requirements
 - f. SY 2025-2026 and SY 2026-2027 Individual Performance Commitment and Review Form (IPCRF)
 - g. Other issues and concerns
3. The participants to this activity shall be the school-based Administrative Officers II and IV, Administrative Unit Section Heads, and other Administrative Unit Personnel in charge of DTRs, Form 6, Form 7, NOSA, NOSI and Service Credits/CTO.
4. Immediate dissemination of this Memorandum is desired.


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent



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SCHOOLS DIVISION OF BILIRAN

Enclosure to DM No. ____ s. 2026

**CONVERGENCE OF DIVISION AND DISTRICT/SCHOOL
ADMINISTRATIVE PERSONNEL
June 5, 2026, Virtual Platform**

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	PRESENTER/ FACILITATOR
8:30 AM – 9:00 AM	Preliminary Activities Prayer Nationalistic Song Checking of Attendance Welcome Message and Statement of Purpose Inspirational Message	Master of Ceremony Nanette G. Pla <i>Administrative Officer V</i> Roberto N. Mangaliman, CESO VI <i>Schools Div. Superintendent</i>
9:01 AM – 10:30 AM	Discussion on: a. Teacher Workload b. Teacher Overload Pay c. Teacher Overtime Pay	Nanette G. Pla AO V (Admin)
10:31 AM – 11:00 AM	DepEd Order No. 13 s. 2024 Revised Guidelines on the Grant of Vacation Service Credits for Teachers	Nanette G. Pla AO V (Admin)
11:01 AM – 12:00 NN	Open Forum/Resolution of Issues and Concerns	Nanette G. Pla AO V
12:00 NN	Lunch break	
1:00 PM – 2:00 PM	Discussion on RM No. 410 s. 2026 Guidelines on the Grant of Compensatory Overtime Credit (COC) and Availment of Compensatory Time Off (CTO)	Romelyn O. Mongosiera ADAS in-charge of VSC/COC
2:01 PM – 2:30 PM	Medical Allowance Reportorial Requirements	Cynthia B. Caneja AO II/OIC-Division Accountant
2:31 PM – 4:00 PM	Updates, Issues and Concerns from: - Payroll Section - Record Section - Supply Section - Cash Section - DTR and Form 6 In-charge	Kristine J. Sabitsana Leini E. Obispo Roy Basil G. Trinidad Rosiebeth Almanó Orland Patrick Flores
4:01 PM – 4:30 PM	Submission of the IPCRF SY 2025-2026 and Preparation of IPCR SY 2026-2027	Nanette G. Pla AO V
4:31 PM – 5:00 PM	Ways Forward	Nanette G. Pla AO V



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