Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 October 2026

DIVISION MEMORANDUM
No. 712 s. 2026

STRENGTHENING ADMINISTRATIVE COMPETENCE FOR QUALITY AND EFFICIENT SERVICE DELIVERY

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the Department of Education's commitment to strengthening administrative efficiency and promoting quality public service, the Schools Division Office (SDO) of Tayabas City, through the Human Resource Development Section (HRDS), shall conduct an online capability-building activity titled **Strengthening Administrative Competence for Quality and Efficient Service Delivery** for Administrative Officers, Administrative Assistants, Administrative Aides, and other support staff on **November 17, 2026**, via **Google Meet** at https://meet.google.com/bjj-ivup-oqy.

2. This activity aims to:
   a. Enhance the knowledge, skills, and competencies of administrative personnel and support staff in performing their respective duties and responsibilities efficiently and effectively;
   b. Strengthen their capacity to deliver timely, accurate, responsive, and client-centered administrative services in support of the operational needs of the Schools Division Office and its schools; and
   c. Promote professionalism, accountability, teamwork, and continuous improvement in administrative processes to ensure quality and efficient service delivery.

3. All concerned Administrative Officers, Administrative Assistants, Administrative Aides, and support staff are expected to participate actively in the online capability-building activity and comply with the prescribed attendance and other activity requirements.

4. For inquiries and further clarifications, please contact **Dr. John Cavin S. Rodil**, Senior Education Program Specialist – HRDS, at

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johncavin.rodil@deped.gov.ph, or **Ms. La Trisha R. Dalit**, Education Program Specialist II – HRDS, at latrisha.dalit@deped.gov.ph.

5. Immediate and widest dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

EDWIN R. RODRIGUEZ
Chief Education Supervisor-CID
Officer-in-Charge

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ADMINISTRATIVE COMPETENCE
SERVICE DELIVERY

SGOD- strengthening administrative competence for quality and efficient service delivery
SGO0K7DE-005918/October 29, 2026