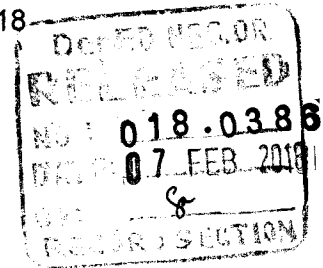




SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

February 6, 2018



TRAVEL ORDER

NO. 140, s. 2018

TO : **MRS. DAE P. HABALO**
SEPS-PLANNING AND RESEARCH

MRS. MIRIAM LOU BATIANCILA
DIVISION PLANNING OFFICER

OFFICE : SGOD - Division of Negros Oriental

PURPOSE : To attend the **FY 2019 PROGRAMS, ACTIVITIES AND PROJECT WORKSHOP - PHASE II**

DATE OF TRAVEL : February 14-15, 2018


VENUE/PLACE : TBA

ALLOWED/CHARGED TO: (Regional/Division MOOE/local funds subject to the usual accounting and auditing rules and regulations)

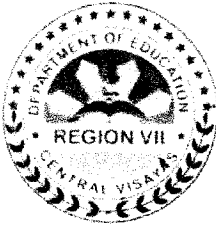
: Transportation/per diem & other incidental expenses (Division MOOE funds)

: Meals and accommodation (Regional funds)

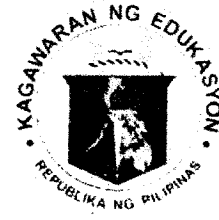
*Note: For other details of your travel please refer to the attached memorandum.
Please register online via <https://goo.gl/353p5s> on or before February 9, 2018.*


Mr. **SALUSTIANO T. JIMENEZ, CESO VI**
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent

DR. PICAPAL



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 0064 s. 2018

02/15/18
J

FEB 2 2018

FY 2019 PROGRAMS, ACTIVITIES AND PROJECT WORKSHOP – PHASE II

TO: Schools Division/City Superintendents
All Other Personnel Concern

1. In line with the National Budget Call for FY 2019, this Office will be conducting an initial workshop on February 14-15, 2018. Exact venue will be announced in a separate advisory. Details of the said activity is attached in Annex A and shall form an integral part of this Memorandum.
2. Participants to this activity shall be: PPRD Chief; (7) PPRD Staff; SEPS for Planning and Research and Division Planning officer.
3. Check-in shall be at 2:00 pm of February 13, 2018 while first meal shall be lunch. Check-out shall be 12:00 nn of February 15, 2018 while last meal shall be dinner. Participants are requested to bring their laptops, extension cord and portable WIFI devices. Pre-registration is required in this activity kindly register online via <https://goo.gl/353p5s> on or before February 9, 2018.
4. Accommodation, food and venue shall be chargeable against regional local funds while transportation and other incidental expenses of division and regional participants shall be chargeable against their respective local funds subject to the usual accounting and auditing rules and regulations. DepEd Ecotech Center shall prepare for the accommodation, food and venue of the said activity.
5. For immediate dissemination and compliance.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D, CESO V
Director III, *planning*
Officer-in-Charge

PPRD\JAJ-MUCD\ecop

Office of the Director (ORDir), Tel. Nos. (032) 231-1433, 231-1309; 414-7399, 414-7325; 255-4541 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No. (032) 255-5239, 414-7065 Education Support Services Division (ESSD), Tel. Nos.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030, 414-7065 Administrative Division, Tel. Nos.: (032) 414-7236; 414-4367; 414-7366; 414-7322; 414-4367 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061, 414-7321

'BFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat'

Annex A Activity Outline

FY 2019 Programs, Activities and Project Workshop – Phase II

Source of Funds	Regional MOOE
Date of Activity	February 13-15, 2018
Functional Division	PPRD
PMIS WFP Status	Approved with activity code AC-18-7-GASS-001

I. Objectives

- 1 To encode the gathered raw data into the prescribed templates
- 2 To provide technical assistance and policy feedback mechanism

II. Legal Basis

- 1 Approved WFP duly submitted in the PMIS for the FY 2018
- 2 Budget Allocation is in compliance DepEd Order No. 15, s. 2017 otherwise known as the "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education"

III. Matrix of Activities

Day 0 – Tuesday – February 13, 2018

Time	Activity	Locus of Control
8:00 AM to 12:00 NN	Arriva	PPRD Chief and Staff
12:00 NN to 2:00 PM	LUNCH and Check-in	PPRD Chief and Staff
5:00 PM onwards	Dinner	PPRD Chief and Staff

Day 1 – Wednesday – February 14, 2018

Time	Activity	Locus of Control
6:00 AM to 9:00 AM	Registration and Breakfast	PPRD Staff
9:05 AM to 9:15 AM	Preliminaries	PPRD Staff
9:15 AM to 12:00 NN	Discussion 1 – Templates and Policy Feedback Mechanism (RO 1, s. 2018)	Mr. Edmund Ocado Jr.
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5:00 PM	Workshop 1 – Supervised Template Encoding and Technical Assistance	Mr. Edmund Ocado Jr.

Day 2 – Thursday – February 15, 2018

Time	Activity	Locus of Control
8:00 AM to 9:00 AM	Registration and Breakfast	PPRD Staff
9:05 AM to 9:15 AM	Preliminaries	PPRD Staff
9:15 AM to 12:00 NN	Cont Workshop 1	Mr. Edmund Ocado Jr
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 3:00 PM	Cont Workshop 1 and Collection of Outputs	Mr. Edmund Ocado Jr
3:00 PM to 4:00 PM	Preliminary discussion on Phase III	Mr. Edmund Ocado Jr
4:00 PM to 5:00 PM	Next Steps, Awarding of Certificates and Closing Remarks	Dr. Maria Jesusa Despojo

IV. Food, Accommodation and Venue Requirements

Item	Day 0	Day 1	Day 2
Food	40 pax (Lunch and Dinner)	40 pax (Breakfast to Dinner)	40 pax (Breakfast to Dinner)
Venue		1 Plenary	1 Plenary
Accommodation	40 pax	40 pax	--

NB: With provision for additional pax

V. Budget

	Day 0	Day 1	Day 2
With Accommodation, Food and Venue	--	Php 2000 x 40	--
		Php 80,000.00	
With Accommodation and Food	Php 1200 x 40		
	Php 48,000.00		
With Food and Venue			Php 1200 x 40
			Php 48,000.00
With Food Only	--	--	--
GRAND TOTAL (EST.)		Php 176,000.00	