



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Negros Island Region

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

www.depednegor.net    negros.oriental@deped.gov.ph    SGOD Office (035) 225 - 6180

DepED NEG. OR.  
**RELEASED**  
 NO: 018-0921  
 DATE: 27 MAR 2018  
 BY: [Signature]  
 RECORD SECTION

March 27, 2018

**TRAVEL ORDER**  
 NO. 415, s. 2018

**TO :** ENGR. PHILIP TUBOG  
 DIVISION ENGINEER III

**OFFICE :** SGOD, Division of Negros Oriental

**PURPOSE :** To attend the **WORKSHOP ON THE PREPARATION OF THE BUDGET PROPOSAL FOR BEFF 2019**

**DATE OF TRAVEL :** April 2-6, 2018

**VENUE/PLACE :** METRO MANILA (specific venue is to be announced later)

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

: Transportation and other incidental expenses

: Board and Lodging

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



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**

16 March 2018

For: **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL/DIVISION ENGINEERS  
ALL OTHERS CONCERNED**

Subject: **WORKSHOP ON THE PREPARATION OF THE BUDGET  
PROPOSAL FOR BEFF 2019**

---

The Education Facilities Division (EFD) will conduct a Workshop on the Preparation of the Budget Proposal for 2019 Basic Education Facilities Fund (BEFF) on April 2-6, 2018 (inclusive of travel time) in Metro Manila. The final venue of the activity will be announced later. In Annex A, is the Program of Activities.

All the participants shall prepare and finalize the Program of Works for the 2019 School Electrification and School Repair Programs based on the validations that the Division Engineers/Architects have conducted on the priority schools for 2019 in the Five-Year Comprehensive School Facilities Development Plan.

Expected participants are the Regional and Division Engineers, DepEd Project Engineers/Architects and selected staff of EFD. Travelling expenses of DepED Project Engineers/Architects and EFD staff shall be charged against BEFF EAO 2018 Funds; while the Regional and Division Engineers shall be charged against their Local Funds, subject to the usual auditing and accounting rules and regulations. List of participants is in Annex B.

Since this activity will coincide with the conduct of Brigada Eskwela for Marawi Part 2 (BESM 2), all participants are excused from BESM2.

Attendance of the Regional/Division Engineers is compulsory.

  
**ALAIN DEL B. PASCUA**  
Undersecretary

---

**Office of the Undersecretary for Administration**

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

## ANNEX A

Details of the program of activities:

Date	Time	Activities	Meals
April 2	2:00pm-7:00pm	Check-in/ Registration	Dinner
April 3	8:30am - 10:00am 10:00am - 6:00pm	Opening Program Workshop	Breakfast, am/pm snacks, lunch, and dinner
April 4	8:00am - 6:00pm	Workshop	
April 5	8:00am - 6:00pm 6:00pm	Workshop Closing Program	
April 6	8:00am	Check-out	Breakfast