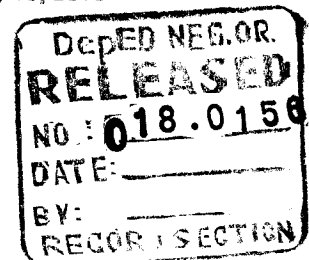




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the Schools Governance and Operations Division**  
 Capitol Area, Dumaguete City

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

January 19, 2018



**TRAVEL ORDER**

NO. 60, s. 2018

**TO :** **DAE P. HABALO**  
 SEPS – Planning & Research

**MIRIAM LOU T. BATIANCILA**  
 Planning Officer III

**OFFICE :** **SGOD Office -Division of Negros Oriental**

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

**DATE OF TRAVEL :** **January 22-25, 2018**

**VENUE/PLACE :** **Plaza Maria Luisa Suites Inn, Dumaguete City**

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

- \_\_\_\_\_ : Registration/Transportation and other expenses
- \_\_\_\_\_ : Transportation
- \_\_\_\_\_ : On official time/business only
- X   : Transportation/per diem & other incidental expenses

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



MA'AM DAE  
MA'AM MIRIAM  
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. 0026 s. 2018

JAN 17 2018

**FY 2019 PROGRAMS, ACTIVITIES AND PROJECT WORKSHOP**

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 January 22-25, 2018 at Dumaguete City, Negros Oriental. 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. The following shall be the agenda of the activity:
  - a. Dissemination of the National Budget Circular No. 129, s. 2018
  - b. Finalization of Templates from the National Office
  - c. Finalization of the Omnibus Regional Policy on Annual PAPs
  - d. Other Matters
3. Participants to this activity shall be: PPRD Chief, (7) PPRD Staff, Division Planning officers and SEPS for Planning and Research.
4. Check-in shall be at 2:00pm of January 22, 2018 and the first meal is lunch. Check-out shall be 12:00pm of January 25, 2018, however last meal is breakfast of January 25, 2018. Participants are requested to bring their laptops, extension cord and portable WIFI devices. Pre-registration is required in this activity kindly register online via [www.deped.in/fy2019paps](http://www.deped.in/fy2019paps) on or before January 18, 2018.
5. DepEd Ecotech Center is hereby requested to provide accommodation, food, and venue for the said activity. Accommodation, food, and venue shall be chargeable against local funds. Travelling and other incidental expenses of SDO participants shall be charged to Division/Local Funds while that of Regional participants shall be charged to Region/Local Funds subject to the usual accounting and auditing rules and regulations.
6. This memorandum also serves as **Travel Order**.
7. For immediate dissemination and compliance.

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

JAJ/ST/JMJ/CD/cccj  
PPRD 2018

Office of the Director (ORDir), tel. Nos.: (032) 231-1433, 414-7399; 255-4542 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. Nos.: (032) 255-5239 Education Support Services Division (ESSD), Tel. Nos.: (032) 254-7062  
Policy, Planning, and Research Division (PPRD), Tel. Nos.: (032) 233-9030; 414-7065 Administrative Service Division (ASD), Tel. Nos.: 414-7326, 414-4367, 414-7322; 414-4367  
Finance Division (FD), Tel. Nos.: (032) 256-2375; 255-8061, 414-7321

*"Ed 2015: Karapatan ng Lahat, Pamanapapan ng Lahat"*

## Annex A

### Activity Outline

<b>FY 2019 Programs, Activities and Project Workshop</b>	
<i>Source of Funds</i>	<b>Regional MOOE</b>
<i>Date of Activity</i>	<b>January 22-25, 2018</b>
<i>Functional Division</i>	<b>PPRD</b>
<i>PMIS WFP Status</i>	<b>Approved with activity code AC-18-7-GASS-001</b>

#### I. Objectives

1. Dissemination of the National Budget Circular No. 129, s. 2018
2. Finalization of Templates from the National Office
3. Finalization of the Omnibus Regional Policy on Annual PAPs
4. Other Matters

#### II. Legal Basis

1. Approved WFP duly submitted in the PMIS for the FY 2018
2. Budget Allocation is in compliance with the Order from the Office of the Secretary to submit the FY 2018 Budgetary Requirements and 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 1 – Monday – January 22, 2018

Time	Activity	Locus of Control
08:00 AM to 12:00 NN	Arrival and Registration	PPRD Chief and Staff
12:01 NN to 02:00 PM	LUNCH and Check-in	PPRD Chief and Staff
02:01 PM to 06:00 PM	Discussion 1 – DBM National Budget Circular 129, s. 2018	Mr. Edmund C. Ocado Jr

##### Day 2 – Tuesday – January 23, 2018

Time	Activity	Locus of Control
06:00 AM to 08:00 AM	Attendance and Breakfast	PPRD Staff
08:01 AM to 08:15 AM	Preliminaries	PPRD Staff
08:16 AM to 12:00 NN	Discussion 2 – Role of the Planning Units in DepEd with regards to PAPs	Mr. Jess Marlowe Libre
12:00 NN to 01:00 PM	LUNCH	PPRD Staff
01:00 PM to 05:00 PM	Workshop 1 – Finalization to Templates	Mr. Edmund Ocado Jr

**Day 3 – Wednesday – January 24, 2018**

Time	Activity	Locus of Control
06:00 AM to 08:00 AM	Attendance and Breakfast	PPRD Staff
08:01 AM to 08:15 AM	Preliminaries	PPRD Staff
08:16 AM to 12:00 AM	Workshop 2 – Finalization of the Omnibus Regional Policy on Annual PAPs	Mr. Edmund Ocado Jr
12:01 NN to 01:00 PM	LUNCH	PPRD Staff
01:01 PM to 03:30 PM	Cont. of Workshop 2	Mr. Edmund Ocado Jr
03:31 PM to 06:00 PM	Presentation of Outputs	Dr. Maria Jesusa Despojo

**Day 4 – Wednesday – January 25, 2018**

Time	Activity	Locus of Control
06:00 AM to 08:00 AM	Attendance and Breakfast	PPRD Staff
08:01 AM to 08:15 AM	Preliminaries	PPRD Staff
08:16 AM to 12:00 AM	Other Matters and Next Steps	Mr. Edmund Ocado Jr
12:01 NN to 01:00 PM	LUNCH	PPRD Staff
01:01 PM to 03:30 PM	Summary and Open Forum	PPRD Staff
03:31 PM to 05:00 PM	Closing Program	

**IV. Food, Accommodation and Venue Requirements**

Item	Day 1	Day 2	Day 3	Day 4
Food	40 pax (Lunch, PM Snacks and Dinner)	40 pax (Breakfast to Dinner)	40 pax (Breakfast to Dinner)	40 pax (Breakfast)
Venue	1 Plenary	1 Plenary	1 Plenary	
Accommodation	40 pax	40 pax	40 pax	40 Pax

NB: With provision for additional pax

**V. Budget**

Item	Day 1	Day 2	Day 3	Day 4
Food, Venue and Accommodation	40 x Php 2,000	40 x Php 2,000	40 x Php 2,000	40 X PHP 120
	Php 80,000.00	Php 80,000.00	Php 80,000.00	PhP 4,800.00
<b>GRAND TOTAL (EST.)</b>	<b>PhP 244,800.00</b>			