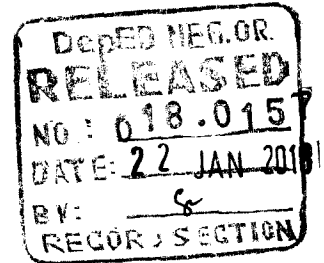




January 19, 2018

TRAVEL ORDER
 NO. 61, 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 1st Monthly Planning Group Coordination Meeting**

DATE OF TRAVEL : **January 25-26, 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)*

- X** : 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
 1/19/18



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. 0025 s. 2018

JAN 17 2018

1st MONTHLY PLANNING GROUP COORDINATION MEETING

TO: Schools Division/City Superintendents

1. This Office will be conducting the 1st Monthly Planning Group Coordination Meeting at Dumaguete City, Negros Oriental on January 25-26, 2018.
2. Participants to the said activity are as follows:
 - a. PPRD Chief and Staff
 - b. SEPS-Planning and Research
 - c. Division Planning Officer
3. A registration fee of Php 2,000.00 shall be collected to defray the expenses of the said activity. Registration fee, transportation and other incidental expenses shall be chargeable against local funds subject to the usual accounting and auditing rules and regulation.
4. Check-in shall be 2:00pm of January 25, 2018 and first meal to be served is lunch. Check-out shall be 12:00pm of January 26, 2018 and the last meal is lunch. Pre-registration is required in this activity. Kindly register via this link <http://deped.in/MMregform> on or before January 18, 2018.
5. This memorandum also serves as **Travel Order**.
6. Immediate dissemination and compliance is desired.

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

JAJ/ST:AMJCD/decjr
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; 251-8061, 414-7321

2015: Karapatan ng Lahat, Panatilihan ng Lahat



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Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. **0025** s. 2018

JAN 17 2018

1st MONTHLY PLANNING GROUP COORDINATION MEETING

TO: Schools Division/City Superintendents

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JULIET A. JERUTA, PH.D., CESO V
Director III
Officer-in-Charge

JA/JST/JMJC/Director
PPRD 2018

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"Evel 2015: Karapatan ng Lahat, Pansapagitan ng Lahat"



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REGIONAL MEMORANDUM
No. **0025** s. 2018

JAN 17 2018

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JULIET A. JERUTA, PH.D., CESO V
Director III *leg*
Officer-in-Charge

JAUSTJAJUCD/decop
PPRD 2018

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"E-Ok 2015: Responsabilidad ng Lahat, Pansamantalan ng Lahat"

Annex A Activity Outline

1 st Monthly Meeting	
<i>Source of Funds</i>	Regional MOOE
<i>Date of Activity</i>	January 25-26, 2018
<i>Functional Division</i>	PPRD
<i>PMIS WFP Status</i>	Approved with activity code AC-18-7-GASS-005

I. Objectives

1. Technical Assistance on matters related to the different Planning Group Key Result Areas and Mandates
2. 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 – Thursday – January 25, 2018

Time	Activity	Locus of Control
08:00 AM to 08:15 AM	Preliminaries	PPRD Staff
08:15 AM to 12:00 NN	Technical Assistance 1: Planning KRA of the 19 SDOs	Mr. Edmund Ocado Jr and Mr. Jess Marlowe Libre and Mr. Rey Tan
12:00 NN to 01:00 PM	LUNCH	PPRD Staff
01:00 PM to 05:00 PM	Cont. of Technical Assistance 1	Mr. Edmund Ocado Jr and Mr. Jess Marlowe Libre and Mr. Rey Tan

Day 2 – Wednesday – January 26, 2018

Time	Activity	Locus of Control
06:00 AM to 08:00 AM	Attendance and Breakfast	PPRD Staff
08:00 AM to 08:15 AM	Preliminaries	PPRD Staff
09:16 AM to 12:00 NN	Technical Assistance 2: Policy Development, Data Management and Research	PPRD Staff Concerned
12:00 PM to 01:00 PM	LUNCH	PPRD Staff
01:00 PM to 05:00 PM	Reminders Closing Program	

IV. Food, Accommodation and Venue Requirements

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

NB: With provision for additional pax

V. Budget

Item	Day 1 and Day 2
Food, Venue and Accommodation	40 x Php 2,000 Php 80,000.00
GRAND TOTAL (EST.)	Php 80,000.00