



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 20, 2021

**REGIONAL MEMORANDUM**

No. , **000271** , s. 2021

**CONDUCT OF VIRTUAL QUARTER 2 FINANCE GROUP CONFERENCE**

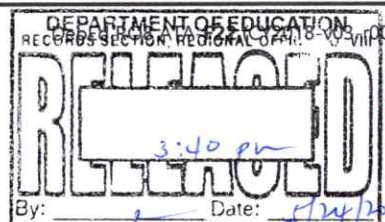
To: Schools Division Superintendents  
All Others Concerned

1. The Finance Group of this Region shall hold its Quarter 2 Virtual Conference on June 01-02, 2021 at 8 am-5pm via Google Meet or Zoom.
2. The participants to this activity are the following:
  - a. Division Offices: Division Accountants, Division Budget Officers
  - b. Regional Office: FD Chief, SAO, Accountant III, Budget Officer III, and selected Finance Division Staff/personnel
3. The following matters shall be discussed:
  - a. Inventory of AOM issued by COA for CY 2019;
  - b. Status of Liquidation of Fund Transfers for Special Programs and Submission of SOEs;
  - c. Status of Opening of Bank Accounts for Non-IU Schools;
  - d. Review of SDOs Fund Cluster 07-Trust Fund Transactions;
  - e. Google Sheet Status on BE-LCP SOE, Additional SOE BA 1 & 2, and Sub-AROs by EPDU DepEd CO; and
  - f. Other Issues and Concerns.
4. The Schools Division Superintendents are advised to inform the participants to expect complete and active participation in this activity.
5. The participants are advised to coordinate with the Regional/Division Technology Officers to assist them in this endeavor.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | region8@deped.gov.ph  
**ISO 9001:2015 Certified**



Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CONFERENCE

FINANCE GROUP

VIRTUAL CONFERENCE

FD-LAC

# PURCHASE ORDER

Department of Education  
**REGIONAL OFFICE NO. VIII**  
 Government Center, Candahug, Palo, Levte

Supplier : HOTEL CONSUELO  
 Address : Tacloban City  
 TIN : 924-100-428-000

P. O. No.: **21-04-049**  
 Date : April 7, 2021  
 Mode of Procurement: Small Value

Gentlemen:

Please furnish this Office the following articles subject to the terms and condition contained herein:

Place of Delivery : Dep Ed REGIONAL OFFICE NO.VIII  
 Date of Delivery : S1-May 13-14, 2021, S2-November 10-11, 2021

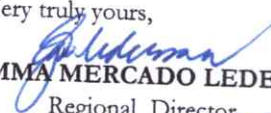
Delivery Term: at DepEd RO, NEAP  
 Payment Term: 5 working days upon receipt of complete requirements/docs

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>JOB ORDER:</b> Catering services for the conduct of Finace Group Conference on Latest Issuance from COA, DBM, DepEdCO and other attached Agencies at NEAP8- RELC on S1- May 13-14, 2021, S2 - November 10-11, 2021.			P32,400.
	pax	<p style="text-align: center;"><b>MENU:</b></p> <p>May 13, 2021                      AM snack: Special Ginataan, Pandesal                      Coffee/Choco                      Lunch: <b>Rice</b>                      Pork Ribs                      Potchero w/gabbage, ripe saba, baguio beans                      Grilled fish fillet (blue marlin)  <b>Chicken Lolipop</b>                      Chopsuey  <b>Mixed Fruits &amp; Softdrinks</b>                      PM snack: Burger w/fries                      Softdrinks</p> <p>May 14, 2021                      AM snack: Special Bibingka &amp; Cucumber Juice                      Lunch: Rice                      Grilled Liempo                      Garlic Buttered Chicken                      Cream of Mushroom Chopsuet                      Softdrinks                      Fish Fillet Sweet and Spicy                      Buko pandan                      PM snack: Burger &amp; fries w/softdrinks</p>	18		
			18		
(Total Amount in Words) <b>Thirty-two Thousand Four Hundred Pesos Only</b>					<b>P32,400.00</b>

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

  
**HOTEL CONSUELO**  
 Signature over Printed Name of Supplier  
 Date: 4/14/2021

Very truly yours,  
  
**MA. GEMMA MERCADO LEDESMA**  
 Regional Director

Funds Cluster: 9  
 Funds Available: 32,400.00

  
**FE M. GERONA**  
 Chief Accountant

ORS/BURS NO.: 05-10001-2021-04-00211  
 Date of the ORS/BURS: 4/13/2021  
 Amount : P32,400.00



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES REGION VIII**

Control No:

**RESERVATION FORM**

Activity : Conduct of Virtual Quarter 2 Finance Group Conference  
 Date/s : June 1-2, 2021 Time : 8:00-5:00 No. of Pax : 18  
 Date of Request : May 20, 2021 Date of Reservation : May 26, 2021

FACILITY	TYPE OF EVENT	TYPE OF ACCOMMODATION		
RELC RTTC Hall <input type="checkbox"/>	Seminar/Conference <input type="checkbox"/>	Executive Room <input type="checkbox"/>	Ordinary Room <input type="checkbox"/>	Live-in <input type="checkbox"/>
Training Hall <input type="checkbox"/>	Meeting <input type="checkbox"/> Socials <input type="checkbox"/>	No. of Rooms : _____ No. of Males : _____ No. of Females : _____		
				Live-out <input type="checkbox"/>

Proponent/Organization : FD  
 Address : DEPED RUS Contact Number : 832-4624  
 Catering Services : \_\_\_\_\_ Contact Number : \_\_\_\_\_

Requested by: *ALMA E. SUYOM* Facility/ies Available: \_\_\_\_\_ Approved: \_\_\_\_\_  
**ALMA E. SUYOM**  
 Chief Administrative Officer  
 Finance Division  
 Signature over Printed Name of Authorized Representative

**ROGELIO O. TICCOY, JR.**  
 Dormitory Manager II

**HARVIE D. VILLAMOR, EdD**  
 HRD Division Chief