



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

October 21, 2022

REGIONAL MEMORANDUM

No. **1196**, s. 2022

**PARTICIPANTS TO THE FIFTH PROJECT STEERING COMMITTEE MEETING
OF THE BETTER LIFE FOR OUT-OF-SCHOOL GIRLS TO FIGHT AGAINST
POVERTY AND INJUSTICE IN THE PHILIPPINES**

To: Chief, CLMD, DepEd Regional Office VIII
All Others Concerned

1. In reference to the official communication from the United Nations Educational, Scientific and Cultural Organization (UNESCO) received by this Office on October 18, 2022 requesting Region VIII participation during the **Fifth Project Steering Committee Meeting of the Better Life for Out-of-School Girls to fight against Poverty and Injustice in the Philippines Project** on November 4, 2022 at the Holiday Inn Makati Hotel, Glorietta Mall, Ayala Center, Makati City, the following DepEd Regional Office VIII official and personnel shall be at the designated venue as scheduled, to wit:

- (a) DR. EVELYN R. FETALVERO, CESO IV, Regional Director
- (b) MR. ALFREDO P. CAFÉ, EPS, Regional ALS Focal Person

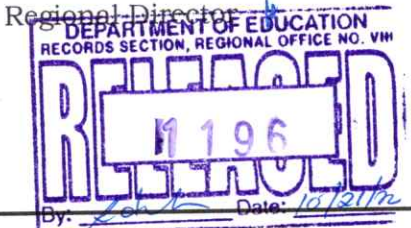
2. There is **no registration fee**. The participants' airfare and board and lodging expenses during the event will be shouldered by the UNESCO, while land trips and other expenses relative to this activity shall be charged against the downloaded Alternative Learning System (ALS) Program Support Funds at the Regional Office, subject to the usual accounting rules and regulations.

3. All other details are stipulated in the above-mentioned official communication from the UNESCO.

4. Immediate dissemination of and compliance with this Memorandum are desired.

[Signature]
f. EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None
References: As Stated
To be indicated in the Perpetual Index under the following subjects:
ALS ALS PAPs GIRLS EDUCATION
CLMD-APC



Dr. Evelyn R. Fetalvero, CESO IV
Regional Director
Department of Education Regional Office VIII
Government Centre, Brgy. Candahug
Palo, Leyte



Dear RD Evelyn Fetalvero,

OFFICE OF THE DIRECTOR IV	
Date and Time Received 10/18/22	Signature [Signature]
Date and Time Released 10/18/22	Signature [Signature]

Greetings!

On behalf of our Director of UNESCO Jakarta Office, Dr. Mohamed Djelid and Head of Education Unit, Dr. Mee Young Choi, this email serves as an invitation to you and the ALS Regional Focal Person, Mr. Alfredo Café to attend and participate the 5th Project Steering Committee Meeting of the Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines Project.

A formal invitation was sent to DepEd's Co-Chair of the Project Steering Committee as attached with the indicated list of participants to the meeting scheduled on 4 November 2022 and to be held in Holiday Inn Makati Hotel located in Gloreitta Mall, Ayala Center in Makati City.

For your further reference, please find the formal invitation to the DepEd's Co-Chair of the PSC, the concept note and programme agenda of the meeting.

Likewise, we are sending you a copy of the Travel Statement from UNESCO where you will both send back the signed copy to us for the purposes of arranging your travel to Manila and back to Tacloban City for participating in the meeting including provision of your Daily Subsistence Allowance (DSA) for your travel.

We look forward for the confirmation of your availability to attend the PSC meeting the soonest possible time.

Should you have further queries, please feel free to contact me. Thank you very much for your continued support to UNESCO in working for the benefit of ALS learners.

Sincerely yours,

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United Nations
Educational, Scientific and
Cultural Organization



Sustainable
Development
Goals

Remegio A. Alquitran

National Project Officer (NPO)

UNESCO Jakarta-Better Life for Out-of-School
Girls to Fight Poverty and Injustice in the
Philippines Project

c/o DepEd Regional Office VIII
Government Centre, Brgy. Candahug
Palo, Province of Leyte

Travel Statement for UNESCO participants to a meeting or a conference

PROJECT STEERING COMMITTEE (PSC) MEETING*"Better Life for Out-of-School Girls to Fight against Poverty and Injustice in the Philippines"*

Friday, 4 November 2022 | Holiday Inn & Suites Makati, Manila, The Philippines

1. Travel

UNESCO will provide the following expenses:

- ✓ **Transportation:**
Air ticket of travel by economy class for the dates of the event.
- ✓ **Daily Subsistence Allowance (DSA):**
Standard daily subsistence allowance (DSA) as per the ICSC (International Civil Service Commission) official rates, to cover meals, accommodation and incidentals.

2. Travel risks and Insurance

The Organization has a commercial insurance policy, which provides accident and illness coverage for participants in meetings for whom UNESCO pays at least 50% of the total travel costs. The policy excludes treatment for any pre-existing conditions and/or routine treatments. If you do not have insurance that covers you outside your country, we strongly encourage you to purchase travel insurance. Any additional and/or private insurance purchase will not be borne by the Organization.

3. Terms of payment

Payment by bank transfer:

Payment by cheque at the meeting or conference:

Other, please specify:

4. Specific comments

I, hereby, certify that I have read the letter of invitation and I fully understand, accept and endorse the above-mentioned UNESCO rules and regulations as well as the payment modalities:

First name

Last name:

Date:

Signature: