



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

November 29, 2022

REGIONAL MEMORANDUM

No. **1357**, s. 2022

**PARTICIPATION TO THE FOURTH SITE VISIT AND TECHNICAL EVALUATION
 AND REVIEW MEETING ON THE CONSTRUCTION OF THE
 GIRLS' EDUCATION CENTER**

To: Regional Office Division Chiefs/Unit Head
 (CLMD, AD, ESSD, and PAU)
 All Others Concerned

1. In reference to the official communication from the Director and Representative of the United Nations Educational, Scientific and Cultural Organization (UNESCO) dated November 15, 2022 requesting the participation and assistance of DepEd Regional Office during the **Fourth Site Visit and Technical Evaluation and Review Meeting on the Construction of the Girls Education Center** on December 6-7, 2022, the following DepEd Regional officials and personnel shall be at the designated venues as shown below:

Date/ Venue	Activity	RO8 Participants
December 6, 2022 (9:30 am -10:30 am) RELC NEAP, DepEd RO8	Briefing and Orientation Meeting	<ul style="list-style-type: none"> • Dr. Evelyn R. Fetalvero, CESO IV, Regional Director • Bebiano I. Sentillas, CESO V, Asst. Regional Director • Alfredo P. Café, EPS, ALS Focal Person, CLMD • Ryan Jay L. Bagon, Engineer III, ESSD • (Other Personnel from the ESSD and GSU)
December 6, 2022 (10:30 am -4:00 pm) GEC Site	Site Visit (Field Work) by the UNESCO, KOICA, and DepEd-EFD Team with the assistance of the concerned officials and personnel from the DepEd RO8 and from the VistaGreen Builders, Inc.	<ul style="list-style-type: none"> • Alfredo P. Café, EPS, ALS Focal Person, CLMD/ Support Staff • Ryan Jay L. Bagon, Engineer III, ESSD • (Other Personnel from the ESSD and GSU)
December 6, 2022 (4:00 pm - 5:00 pm) RELC NEAP, DepEd RO8	Debriefing	



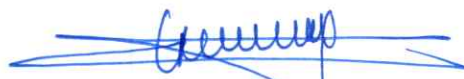
<p>December 7, 2022 (9:30 am -1:30 pm) RELC NEAP, DepEd RO8</p>	<p>Technical Evaluation and Review Meeting with the UNESCO, KOICA, DepEd-EFD Team, DepEd RO8 Team, and the VistaGreen Builders, Inc.</p>	<ul style="list-style-type: none"> • Dr. Evelyn R. Fetalvero, CESO IV, Regional Director • Bebiano I. Sentillas, CESO V, Asst. Regional Director • Dr. Harvie D. Villamor, Chief, CLMD • Dr. Rosemarie M. Guino, OIC-Chief, ESSD • Alfredo P. Café, EPS, ALS Focal Person, CLMD • Ryan Jay L. Bagon, Engineer III, ESSD • Apple T. Reyes, AOIV, GSU • Ms. Jasmin F. Calzita, Head, PAU • (Other Personnel from the ESSD and GSU)
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2. There is **no registration fee**. Provision of snacks and lunch for two days for the general participants and the board and lodging expenses of the monitoring team will be arranged by the UNESCO, while the transportation within the region of the DepEd Education Facilities Division (EFD) Team, DepEd Central Office, shall be facilitated by the DepEd Regional Office VIII through the Education Support Services Division - Education Facilities Section (ESSD-EFS), chargeable against the DepEd Regional Office VIII Funds, subject to the usual accounting and auditing rules and regulations.

3. The participants are advised to observe health protocol in this kind of gathering considering the recent COVID-19 local measures.

4. Further, the Public Affairs Unit (PAU) shall document the activity and promote the advocacy of the project.

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


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: None
 References: As Stated
 To be indicated in the Perpetual Index under the following subjects:
ALS CONFERENCES GE PROGRAM INFRASTRUCTURE



CLMD-APC



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

15 November 2022

OFFICE OF THE DIRECTOR IV	
Date and Time Received 22 Nov 2022 2:30	Signature
Date and Time Released 23 Nov 2022	Signature

UNESCO Office, Jakarta
Regional Science Bureau for Asia and the Pacific
Cluster Office for Brunei Darussalam, Indonesia, Malaysia, Philippines, and
Timor-Leste

Ref. JAK/ED/L/22/602

Subject: Invitation Letter for the 4th Technical Evaluation and Review Meeting of the Construction of the Girls Education Centre, 06-07 December 2022

Dear RD Evelyn Fetalvero,

UNESCO presents its compliments to the Department of Education through the DepEd Regional Office VIII and has the honour to emphasize our strong commitment to continued cooperation and partnership on mutual interest to attain the goal for quality education and lifelong learning and the Sustainable Development Goals (SDGs).

As we approach the full completion of the construction of the Girls Education Centre (GEC) with our engaged Contractor, VistaGreen Builders, Inc. under contract with UNESCO, we are going to undertake the 4th technical evaluation and review of the constructed GEC building and determine as well as confirm its 100% physical completion. The evaluation will be conducted together with UNESCO and DepEd through the Education Facilities Division (EFD)'s team as technical team support.

In this regard, we are cordially inviting you and your team as listed in the attached list of participants to the 4th Technical Evaluation and Review and Meeting on the constructed GEC to be held on 06-07 December 2022 at the GEC Construction Site in DepEd Regional Office VIII Compound for field inspection and at NEAP-RELC Training Hall for the meeting in Brgy. Candahug, Palo, Leyte. We attach the concept note that includes the list of meeting participants, programme agenda and meeting information note for your reference.

We look forward for the confirmation of you and your team's availability. Should you have further clarification regarding this matter, our colleague, Mr. Remegio Alquitrán (r.alquitrán@unesco.org), will be available to assist you.

our email
 11/22/22

Once again, we greatly appreciate DepEd's continued partnership with UNESCO and its unwavering commitment to support the Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines Project in achieving SDG 4 - Quality Education.

Yours sincerely,



Mohamed Djelid
Director and Representative

Enclosure:

1. Concept Note, List of Participants and Programme Agenda
2. Meeting Information Note



The 4th Technical Evaluation & Review on the Progress of the Construction of the Girls Education Centre

*"Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines
Project"*

6-7 December 2022 | Tuesday & Wednesday

NEAP-RELC Training Hall & GEC Construction Site, DepEd Regional Office VIII Compound
Brgy. Candahug, Palo, Leyte

CONCEPT NOTE

1. Background

UNESCO supports the Philippine Government through the Department of Education in its Alternative Learning System (ALS) Programme with the implementation of the "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines" Project with the overall goal of improving quality of life for girls living in poverty particularly supporting out-of-school girls registered in ALS for their further education opportunities or future job chances. The project is envisioned to contribute to the attainment of Sustainable Development Goals (SDG) in the Philippines, particularly SDG 4 with the generous financial assistance of the Korea International Cooperation Agency (KOICA).

One key component of the Project is the establishment of the Girls Education Centre (GEC) located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Brgy. Candahug, Palo, Leyte. The GEC is expected to be a one-stop educational hub where out-of-school girl-learners will be able to avail holistic support and opportunities to improve their lives through continuing learning and lifeskills training under ALS programme targeting the ALS learners of Tacloban City and its vicinity including Palo in Leyte as the project's pilot areas.

The construction of the Girls Education Centre, which started in April 2021 from the ground-breaking ceremony is expected to complete the construction of the physical building by the end of October 2022. Three (3) technical evaluation and review activities were already conducted up to the 75% physical completion of the GEC last September 27-28, 2022.

A fourth (4th) technical evaluation and review and monitoring of the constructed building will be conducted to determine and confirm the 100% actual physical accomplishment and completion of the construction on 06-07 December 2022. Together with UNESCO, the Department of Education through its Education Facilities Division's team and KOICA will carry out the final evaluation and review with the UNESCO's contractor, VistaGreen, Inc. to confirm the completion of the building. The final technical evaluation and review of the completed building will involve field ocular visit in the site to see and assess the actual completed GEC and to be followed by a meeting to present the findings and results of the final technical evaluation of the GEC including the checking of the handover legal papers and documents of the GEC in preparation for the final handover of the building to DepEd.

2. Objectives

The technical evaluation and review meeting aims to:

- 1) Final check of the completed GEC building and determine the 100% physical completion of the construction based on the construction workplan and schedule of the Contractor through field visit inspection and evaluation;
- 2) Specify and indicate observations, technical points based on quality of work following the quality assurance measures and recommendations formed and developed from the field inspection and visit of the technical experts;
- 3) Discuss the result of the field visit monitoring by the team involved and develop specific agreements in terms of recommended steps to be undertaken should there be some further actions to be done.
- 4) Check of legal papers and documents for handover of the building including check of punch listings completion.

3. Outcomes

The expected outcomes from the meeting are:

- 1) Agreed and confirmation of the completed actual physical accomplishment of the construction of the GEC building;
- 2) Checked and monitored the actual physical accomplishments against the expected deliverables of the contractor based on agreed timelines;
- 3) Verifying and certifying the completion of 100% construction of the building and checking of the completion of the punch listings;
- 4) Checking of legal papers and documents for handover of the GEC building
- 5) Addressing issues and challenges encountered by the contractor should there be any during the final evaluation of the completed building.

4. Date and Venue

Date and Time : 06-07 December 2022 | Tuesday & Wednesday
Venue : NEAP-RELC Training Hall & GEC Construction Site
DepEd Regional Office VIII Compound, Brgy. Candahug, Palo, Leyte

5. Contact Person(s)

Mr. Remegio A. Alquitran, National Project Officer, UNESCO Jakarta; r.alquitran@unesco.org
Ms. Ade Kurnia, Project Assistant, UNESCO Jakarta, aa.kurnia@unesco.org

6. Participants

No	Names	Position
A	UNESCO Jakarta Office	
1	Dr. Mee Young Choi	Head of Education Unit
2	Mr. Remegio Alquitran	National Project Officer
3	Engr. Karen L. Roa	Project Construction Manager
4	Ms. Ade Kurnia	Project Assistant
B	Department of Education- Education Facilities Division	
5	Engr. Annabelle Pangan	Chief, Education Facilities Division
6	Engr Wildredo Alarcon	EFD Structural Engineer
7	Engr. Rommel Esplana	EFD Engineer
8	Engr. Gerald Sarabia	Structural Engineer
C	Department of Education- Regional Office VIII	
9	Dr. Evelyn Fetalvero	Regional Director

10	Dr. Bebiano Sentillas	Assistant Regional Director
11	Dr. Harvie Villamor	Chief, CLMD
12	Dr. Rosemarie Guino	Chief, ESSD
13	Mr. Alfredo Cafe	Regional ALS Focal Person, CLMD
14	Engr. Ryan L. Bagon	Regional Engineer, ESSD
15	Ms. Apple Reyes	Admin Officer, Administrative Division
D	VistaGreen Builders, Inc.	
16	Engr. Avito Opiniano	President
17	Engr. Dana Gabriola	Project Manager
18	Engr. Geniel Letran	Project Engineer
19	Engr. Ma Gina Lasaca	Engineer
20	Engr. Bj Abrahan	Electrical Engineer

Expected Total Number of Participants: 20 persons (max of 25 persons)

7. Programme Agenda

Time	Session	In-Charge/Responsible
DAY 1: Tuesday, 06 December 2022 – Training Hall, NEAP-RELC & GEC Construction Site, DepEd Regional Office VIII		
09:30 – 10:30	Briefing and Orientation Meeting	Engr. Karen Roa , UNESCO Construction Project Manager Engr Dana Gabriola , VistaGreen Construction Project Manager
10:30 - 10:45	Snacks	Participants
10:45 –12:00	Field Evaluation and Progress Check at the GEC Construction Site	DepEd-EFD Team and VistaGreen Team
12:00 – 13:30	Lunch Break	Participants
13:30 – 16:00	Continuation of Field Evaluation and Progress Check	DepEd-EFD and VistaGreen
16:00 – 17:00	Debriefing	DepEd-EFD and VistaGreen

DAY 2: Wednesday, 07 December 2022 – Technical Evaluation and Review Meeting Training Hall, NEAP-RELC, DepEd Regional Office VIII		
Session 1: Welcoming and Opening Remarks		
09:30 – 09:40	Introduction of Meeting Participants and Acknowledgment	Mr. Remegio Alquitran , National Project Officer, UNESCO
09:40 – 10:45	Welcoming remarks	Dr Evelyn Fetalvero , Regional Director, DepEd Regional Office VIII
10:45– 10:50	Opening Remarks	Dr. Mee Young Choi , Head of Education Unit, UNESCO Jakarta
Session 2: Reporting on Technical Evaluation Results The Oriental Hotel Leyte		
10:50 – 10:55	Objective of the Meeting	Mr. Remegio Alquitran , National Project Officer, UNESCO
10:55 – 11:30	Report on the Result of the Monitoring and Evaluation of the Team	Engr. Annabelle Pangan Chief, EFD - Department of Education
11:30 – 11:40	Comments & Remarks from DepEd Regional Office	DepEd Regional Office VIII Staff/Representative
11:40 – 11:50	Comments and Remarks from VistaGreen	VistaGreen Staff/Representative
11:50– 12: 00	Discussions and Sharing	Participants
12:00 – 12:10	Closing Remarks	Dr. Bebiano Sentillas Assistant Regional Director, DepEd Regional Office VIII Dr. Mee Young Choi Head of Education Unit, UNESCO
12:10 – 13:30	Lunch	Participants

MC: **Mr Remegio Alquitran**, National Project Officer, UNESCO Jakarta

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The 4th Technical Evaluation & Review Meeting on the Progress of the Construction of the Girls Education Centre

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

06-07 December 2022 | Tuesday & Wednesday
NEAP-RELC Training Hall & GEC Construction
DepEd Regional Office VIII Compound, Brgy. Candahug, Palo, Leyte

Meeting Agenda

Time	Session	In-Charge/Responsible
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12:00 – 13:30	Lunch Break	Participants
13:30 – 16:00	Continuation of Field Evaluation and Progress Check	DepEd-EFD and VistaGreen
16:00 – 17:00	Debriefing	DepEd-EFD and VistaGreen
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09:40 – 10:45	Welcoming remarks	Dr Evelyn Fetalvero , Regional Director, DepEd Regional Office VIII
10:45– 10:50	Opening Remarks	Dr. Mee Young , Head of Education Unit, UNESCO Jakarta
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11:50– 12: 00	Discussions and Sharing	Participants
12:00 – 12:10	Closing Remarks	Dr. Bebiano Sentillas Assistant Regional Office, DepEd Regional Office VIII Dr. Mee Young Choi Head of Education Unit, UNESCO
12:10 – 13:30	Lunch	Participants

MC: **Mr Remegio Alquitran**, National Project Officer, UNESCO Jakarta

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