



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

January 31, 2023

OFFICE MEMORANDUM

No. **054**, s. 2023

To: Schools Division Superintendent of Baybay City
Chief of Policy, Planning, and Research Division
Chief of Finance Division
Chief of School Governance Operations Division of Baybay City
Senior Education Program Specialist in Planning and Research
All Others Concerned

**DOWNLOADING OF FUNDS TO BAYBAY CITY DIVISION IN SUPPORT OF THE
CONDUCT OF THE QUALITY REVIEW OF THE COMPLETED BASIC
EDUCATION RESEARCH-FUNDED RESEARCH**

1. In support of the conduct of the Quality Review of Completed Basic Education Research Funded Research, this Office, through the Policy, Planning, and Research Division (PPRD) and Finance Division (FD), shall download funds to Baybay City Division in the amount of One Hundred Nine Thousand, Two Hundred Pesos (Php109,200.00), Sub-Allotment Release Order to be issued later through the FD.
2. The said amount shall be used to defray the expenses on the conduct of the aforementioned activity on February 23-24, 2023 in Baybay City, subject to the usual auditing rules and regulations.
3. As co-host of the activity, the concerned Schools Division shall take charge of the procurement, prepare the venue, and coordinate on the food preparation and accommodation arrangement of the participants.
4. The expected participants and the tentative program of activities are enclosed, for reference. For questions or clarifications, you may coordinate with PPRD through pprd.region8@deped.gov.ph or at the telephone number (053) 300-0931.



Government Center, Candahug, Palo, Leyte
(053) 832-2997 | region8@deped.gov.ph
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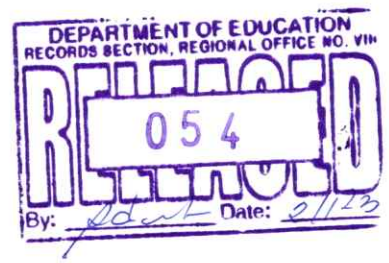
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- 5. Immediate dissemination of and compliance with this Memorandum are desired.

Fr. mmj
EVELYN R. FETALVERO, CESO IV
Regional Director *fr*

PPRD-TCPJ



**CONDUCT OF THE QUALITY REVIEW OF THE COMPLETED BASIC
EDUCATION RESEARCH-FUNDED RESEARCH**

I. Expected Participants

Office	Participants	Number of Participants
Regional Office (RO)	PPRD Personnel	5
	Technical Working Committee Members	4
Schools Division Offices	SEPSs-PR or Division Research Coordinators	13
	Select Research Experts from SDOs	20
	TOTAL	42

II. Technical and Administrative Arrangements

Day	Room Accommodation	Meals
Day 1	Registration – 08:00 a.m. Check-in time – 02:00 p.m.	Morning Snack Lunch Afternoon Snack Dinner
Day 2	Checkout time – 12:00 noon	Breakfast Morning Snack Lunch Afternoon Snack

III. Cost Estimates

Board and lodging for two days and one night: 42 pax x 2,600 = Php109,200.00

IV. Other Requirements

1. Strong internet in the activity venue and lodge rooms
2. Non-sharing beds for the room accommodation
3. Good sound system
4. Free-flowing coffee

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