



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

29/3/23

March 16, 2023

REGIONAL MEMORANDUM

No. **244**, S. 2023

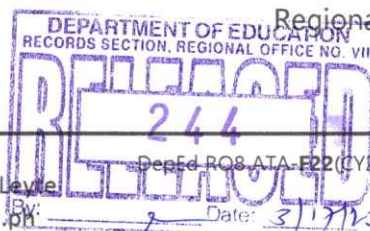
**DOWNLOADING OF FUNDS TO ORMOC CITY DIVISION IN SUPPORT OF THE
CONDUCT OF THE MADRASAH EDUCATION PROGRAM
IMPLEMENTATION REVIEW**

To: Schools Division Superintendents of Ormoc City
All Others Concerned

1. In support of the conduct of the Madrasah Education Program Implementation Review, this Office, through the Curriculum and Learning Management Division (CLMD), and Finance Division (FD), shall download funds to Ormoc City Division in the amount of One Hundred Twenty Thousand Pesos (Php 120, 000.00). The Sub-Allotment Release Order shall 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 June 14-16, 2023 in Ormoc City, subject to the usual auditing rules and regulations.
3. As co-host of the activity, the concerned School 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 more information, Dr. Dandy G. Acuin, Regional MEP Focal Person, may be reached at 09177009519.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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Regional Director 



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Enclosure: As stated

Reference: None

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

DOWNLOADING

MEP

REVIEW

CLMD-DGA

Enclosure of RM No. 244, s. 2023

**CONDUCT OF THE MADRASAH EDUCATION PROGRAM
IMPLEMENTATION REVIEW**

I. Expected Participants:

Regional Office	CLMD (Chief, 2 EPS- MEP Focal and PMIS Focal) PPRD (Planning Officer) FD (Budget Officer)	5
SDOs (Baybay City, Biliran, Borongan, Calbayog City, Catbalogan City, Leyte, Maasin City, Northern Samar, Ormoc City, and Tacloban City)	Division MEP Focal	10
	Division PMIS Focal	10
	Host Division: CID Chief 4 TWG	5
TOTAL		30

II. Technical and Administrative Arrangements

Day	Room Accommodation	Meals
Day 1	Registration – 12:00 PM Check-in time- 2:00 PM	Lunch Afternoon Snack Dinner
Day 2	2nd Day of PIR	Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 3	Check-out time 12:00 PM	Breakfast Morning Snack Lunch

III. Coast Estimates

Board and Lodging for 3 days and 2 nights: 30 pax x 2000 x 2 = Php 120, 000.00

IV. Other Requirements

- The function room can accommodate 30 persons. It should be fully air-conditioned and flexible for group activities. It has sound system and audio-visual equipment such as LCD projector and whiteboard.
- Internet (Wifi) connection in the rooms and function hall