



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

May 04, 2023

REGIONAL MEMORANDUM

No. **399**, s. 2023

**DOWNLOADING OF FUNDS TO CALBAYOG CITY DIVISION IN SUPPORT OF
 THE CONDUCT OF THE REGIONAL CAPACITY BUILDING OF
 PROGRAM IMPLEMENTERS ON THE IMPLEMENTATION OF
 MADRASAH EDUCATION PROGRAM (MEP)**

To: Schools Division Superintendent
 Calbayog City Division
 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 Calbayog City Division in the amount of Four Hundred Two Thousand and Five Hundred Pesos (Php 402, 500.00). The Sub-Allotment Release Order shall be issued later through the FD.

1. The said amount shall be used to defray the expenses on the conduct of the aforementioned activity on September 18-22, 2023 in Calbayog 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 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.

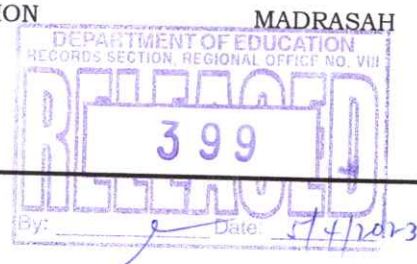

EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosure: As stated

Reference: OSEC-8-23-1760

To be indicated in the Perpetual Index under the following subjects:
 DOWNLOADING IMPLEMENTATION MADRASAH

CLMD-DGA



Address: Government Center, Candahug, Palo, Leyte
 Telephone Nos.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: <https://region8.deped.gov.ph>

Enclosure of RM No. **399**, s. 2023

CONDUCT OF THE REGIONAL CAPACITY BUILDING OF PROGRAM IMPLEMENTERS ON THE IMPLEMENTATION OF MADRASAH EDUCATION PROGRAM (MEP)

I. Expected Participants:

Regional Office	CLMD Chief Regional MEP Focal Person	2
SDOs (Baybay City, Biliran, Borongan, Calbayog City, Catbalogan City, Leyte, Maasin City, Northern Samar, Ormoc City, and Tacloban City)	CID Chiefs	10
	Division Focal Persons	10
	School Heads of Implementing Schools	10
	Resource Persons	3
TOTAL		35

II. Technical and Administrative Arrangements

Day	Room Accommodation	Meals
Day 0	Registration - 12:00 PM Check-in time- 2:00 PM	Dinner
Day 1	With Room Accommodation	Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 2	With Room Accommodation	Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 3	With Room Accommodation	Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 4	With Room Accommodation	Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 5	Check-Out Time : 12:00 PM	Breakfast Morning Snack Lunch



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III. Coast Estimates

No. of Pax	Board and Lodging (#pax x 2,000 x 5 days)	Supplies/Kits (# of pax x 300)	Transportation (back and forth) 1,200 per pax	Total
35	350,000.00	10,500.00	42,000.00	402,500.00

IV. Other Requirements

- Maximum triple sharing room accommodation
- The function room can accommodate 35 persons. It should be fully air-conditioned and flexible for group activities. It has a sound system and audio-visual equipment such as an LCD projector and whiteboard.
- Free-flowing coffee/tea at the function room
- Buffet breakfast, lunch, and dinner
- Morning and afternoon snacks
- Complimentary bottled water and toiletries every day for every guest
- Internet (Wifi) connection in the rooms and function hall

