



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

May 05, 2023

REGIONAL MEMORANDUM

CLMD-2023- 411

**DOWNLOADING OF FUNDS TO LEYTE DIVISION IN SUPPORT OF THE
 CONDUCT OF THE REGIONAL TRAINING WORKSHOP FOR ASATIDZ
 HANDLING ARABIC LANGUAGE AND ISLAMIC VALUES
 EDUCATION (ALIVE) CLASSES**

To: Schools Division Superintendent
 Leyte 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 Leyte Division in the amount of Three Hundred Thousand Pesos (Php 300, 000.00). 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 August 9-11, 2023, 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.

for: *mm*
EVELYN R. FETALVERO, CESO IV
 Regional Director *ES*

Enclosure: As stated

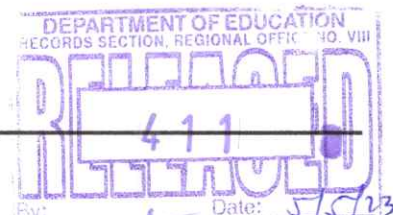
Reference: As stated

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. 411, s. 2023

**CONDUCT OF THE REGIONAL TRAINING WORKSHOP
FOR ASATIDZ HANDLING ALIVE CALSSES**

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)	Asatidz	36
	Program Management Team (PMT)	6
	Resource Persons	7
TOTAL		50

II. Technical and Administrative Arrangements

Day	Room Accommodation	Meals
Day 0	Registration - 12:00 PM Check-in time- 2:00 PM	Afternoon Snack 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	Check-out time 2:00 PM	Breakfast Morning Snack Lunch

III. Coast Estimates

No. of Pax	Board and Lodging (#pax x 2,000 x 3 days)	Total
50	350,000.00	300,000.00



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IV. Other Requirements

- Maximum triple sharing room accommodation
- The function room can accommodate 50 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 (Halal Foods)
- Morning and afternoon snacks
- Complimentary bottled water and toiletries every day for every guest
- Internet (Wifi) connection in the rooms and function hall



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