



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

June 29, 2023

**OFFICE MEMORANDUM**

PPRD-2023- **392**

**ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS IN THE CONDUCT  
 OF THE 2023 EASTERN VISAYAS BASIC EDUCATION RESEARCH  
 CONFERENCE CUM INNOVATION SUMMIT**

To: Director III  
 Chief of Policy, Planning, and Research Division  
 Chief of Finance Division  
 Head of Procurement Unit  
 All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall spearhead the conduct of the 2023 Eastern Visayas Basic Education Research Conference (EVBERC) *cum* Eastern Visayas Innovation Summit (EVIS) on September 22, 2023 in Tacloban City with the theme, "Research beyond the pandemic: From learning recovery to education transformation."

2. The 2023 EVBERC and EVIS are support mechanisms to promote and strengthen the culture of research and innovation in basic education.

2. As reference for the procurement, the PPRD sets the administrative and logistical arrangements for the said activity as follows:

a) Cost estimate for the meal/accommodation arrangements of the participants:

Participants	No. of pax	Accommodation	Meals	Amount
TWG and Resource Persons	15	Overnight lodging Conference venue	3 meals 3 snacks	P31,500.00
RRC, ASDSs, SEPSs-PR	36	Conference venue	2 meals 2 snacks	P50,400.00
Presenters	155	Conference venue	1 meal 2 snacks	P170,500.00

b) Total cost for the plaques: P24,000.00

c) Budget for the honorarium for the resource speakers/judges: P30,000.00

4. No registration fee shall be collected. Expenses for meals, board and lodging, conference venue, plaques and other conference supplies and materials, the honorarium of the external judges and resource persons, and other incidental expenses shall be charged to Policy Research Program Funds, subject to the usual accounting and auditing rules and regulations.



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

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: None

References: PPRD 2023 Work and Financial Plan

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

RPOCUREMENT  
RESEARCH MANAGEMENT

PPRD-TCPJ

