



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

June 30, 2023

REGIONAL MEMORANDUM

No. **691** 2023

**DOWNLOADING OF FUNDS TO SUPPORT THE CONDUCT OF THE
 DIVISION-BASED COACHING/TRAINING OF THE 2023
 NATIONAL SCHOOLS PRESS CONFERENCE
 (NSPC) QUALIFIERS**

To: Schools Division Superintendents
 All Others Concerned

1. Following the allotted budget under the downloaded Development and Promotion of Campus Journalism (DPCJ) Fund per SARO No. OSEC-8-23-2716 dated June 6, 2023, this Office, shall download a total amount of **Two Hundred Fifty-Nine Thousand Nine Hundred Sixty-Eight Pesos (Php 259,968.00)** to the different Schools Division Offices with NSPC qualifiers as a subsidy in the conduct of a division-based coaching/training of their qualifiers who will participate in the 2023 NSPC.

2. The amount shall be divided equally among the student-contestants but shall vary upon downloading depending on the number of qualifiers per Division. For reference, the specific breakdown of the amount per Division is presented as follows:

SDO	No. of Participants	AMOUNT
Baybay City	3	8,124.00
Biliran	8	21,664.00
Borongan City	1	2,708.00
Calbayog City	35	94,780.00
Catbalogan City	6	16,428.00
Eastern Samar	2	5,416.00
Leyte	9	24,372.00
Maasin City	1	2,708.00
Northern Samar	5	13,540.00
Ormoc City	2	5,416.00
Samar	2	5,416.00
Southern Leyte	9	24,372.00
Tacloban City	13	35,204.00
	96	259,968.00

3. The Schools Divisions are to utilize the amount as soon as it is downloaded or may be availed in a form of reimbursement for the expenses incurred in the



coaching/intensive training of the 2023 NSPC qualifiers and other related activities in the preparation of the contestants.

4. The recipients of the fund are also expected to submit proof of utilization such as receipts of expenses and other similar documents using the attached report template within twenty days after the conduct of the activity.

5. Should the downloaded fund become insufficient, the remainder of the expenses shall be covered the division, school MOOE, campus journalism fund, or other applicable sources of fund, subject to the existing accounting and auditing rules and regulations.

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

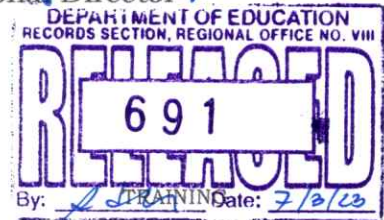

EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: A – Report template
Reference(s): As stated

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

COACHING DOWNLOADING OF FUNDS

NSPC



CLMD-DME



Enclosure A to Regional Memorandum No. _____s. 2023

REPORT TEMPLATE ON THE UTILIZATION OF THE SUBSIDY
FOR THE DIVISION-BASED COACHING/TRAINING OF THE
2023 NSPC QUALIFIERS

Schools Division: _____ No. of NSPC Qualifiers: _____
Title of Activity: _____

DATE	VENUE	EXPENSES	TOTAL
July 7, 2023	AC Computer Shop	2 flash drives @ 500.00	1,000.00
July 10, 2023	Buena Vista NHS	Meals/Snacks (15 pax at 1500.00)	22,500.00
		Rental of Sound System	3,000.00
			26,500.00

Prepared by:

Noted:

Division Campus Journalism Coordinator

Schools Division Superintendent

