



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

March 18, 2024

REGIONAL MEMORANDUM

No. **321** s. 2024

**DOWNLOADING OF FUNDS TO SUPPORT THE CONDUCT OF THE REGIONAL
PLANNING CONFERENCE FOR THE 2024 REGIONAL SCHOOLS PRESS
CONFERENCE (RSPC) IN THE DIVISION OF CALBAYOG CITY**

To: Schools Division Superintendents } Division of Calbayog City
All Others Concerned

1. As part of the preparations for the 2024 RSPC which will be conducted in the Division of Calbayog City, this Office will download an amount of **Two Hundred Thousand Pesos (Php 200,000.00)** to the Schools Division Office of Calbayog City to support the conduct of the Regional Planning Conference for the 2024 RSPC and Post Evaluation of the 2023 RSPC and NSPC on April 9-11, 2024 at a venue which will be announced later.
2. The amount shall be taken from the Development and Promotion of Campus Journalism Program Support Fund under SARO No. OSEC-8-23-2716 dated June 6, 2023.
3. Attached is the specification for the budgetary requirements that can be used as reference for procurement by the Host SDO.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: None

References: As stated

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

CAMPUS JOURNALISM

FUNDS

CONFERENCE

CLMD-DME



ACTIVITY DESIGN AND BUDGETARY SPECIFICATIONS

Activity title	Regional Planning Conference on the Conduct of the 2024 RSPC cum Post Evaluation of the 2023 RSPC and NSPC
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Date of Activity	Estimated No. of Pax	Target Venue	Accommodation	Budget Estimate
April 9-11, 2024	50	Calbayog City	Board and Lodging (Full board)	50 pax X 2,000 X 2days = Php 200,000.00

Details on Meals and Accommodation					
Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
April 9, Tuesday - Day 0					√
April 10, Wednesday - Day 1	√	√	√	√	√
April 11, Tuesday - Day 2	√	√	√	√	

Function Room Requirements
Spacious and able to accommodate at least 50pax
Must have an elevator if venue is situated at the 3 rd floor an up
Provision of a backdrop for the activity
Free and unlimited access to the internet or wifi
Clean and well-maintained restrooms for male and female at the or near the session hall
Provision of at least 3 wireless microphones
Availability of audio-visual equipment with a standby assistant of operator
- LCD/computer projector
- White Screen
Presidential table that can accommodate at least 8 pax
Provision of separate long rectangular table for the secretariat
Tables and chairs for at least 50 pax
Provision of a flag stand
Availability of a podium/lectern
Provision of 4 extension wires
Availability of a standby generator
With free flowing coffee and chocolate and purified water

Sleeping Quarters/Room Requirements
Well-maintained and well-ventilated
One room must not exceed three pax
Rooms must have a separate bed per occupant
Each room must have its own bathroom and toilet with hot and cold shower
Access to an unlimited and stable wifi
With daily complimentary bottled water per occupant or availability of water dispenser