



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

November 4, 2024

REGIONAL MEMORANDUM

No. **1394** s. 2024

**UPDATE ON THE HOSTING OF THE NATIONAL CONFERENCE
 OF CASHIERS IN THE REGIONAL AND SCHOOLS DIVISION
 OFFICES AND SELECT IMPLEMENTING UNITS**

To: Schools Division Superintendents
 All Others Concerned

1. With reference to Regional Memorandum No. 1089 s.2024 dated September 12, 2024, this Office, informs the concerned Regional Technical Working Group that the venue for the National Conference of Cashiers in the Regional and Schools Division Offices and Selected Implementing Units is at **Madison Hotel, Manlurip, San Jose, Tacloban City** and will be rescheduled from November 11-14, 2024 to **November 19-22, 2024**.

2. The TWG, SDO Vehicles, SDO Drivers, RO Drivers on vehicles to be used during the event are expected to be at the Venue on **November 18, 2024** for the final briefing. They shall be provided with meals and accommodation from November 18, 2024, First Meal- Lunch (Check-in) to November 22, 2024, Last meal – Lunch (check-out).

3. To facilitate orderly arrival and departure of guests and participants, this Office likewise practices the “Adopt-a-Region” scheme where the arrival and departure of all participants coming from one region shall be attended to by a specific SDO utilizing the SDO vehicle. Their Administrative Officer V or his/her Representative shall serve as protocol officers assigned in the corresponding region to wit:

Region	SDO In-Charge
1- ILOCOS REGION	Baybay City
2- CAGAYAN VALLEY	Borongan City
3- CENTRAL LUZON	Biliran
4A- CALABARZON	Catbalogan City
4B- MIMAROPA	Calbayog City
5- BICOL	Eastern Samar
6- WESTERN VISAYAS	Leyte
7- CENTRAL VISAYAS	Leyte
9- ZAMBOANGA PENINSULA	Maasin City
10- CAGAYAN DE ORO	Northern Samar
11- DAVAO	Ormoc City
12- SOCSARGEN	Samar
13- CARAGA	Southern Leyte



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NCR	Tacloban City
CAR	RO
CO	RO

4. All other provisions of Regional Memorandum No. 1089 s.2024 remain in effect.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: None

References: As stated

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

CASHIER CONFERENCE NATIONAL

AD-RLR

