



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

April 7, 2025

REGIONAL MEMORANDUM

CLMD-2024- 409

**DOWNLOADING OF FUNDS TO SUPPORT THE CONDUCT OF THE
REGIONAL COACHING OF THE NSPC QUALIFIERS AND
PROCUREMENT OF NSPC T-SHIRTS IN THE DIVISION
OF TACLOBAN CITY**

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

1. In consideration of the need to expedite the conduct of the Regional Coaching of the NSPC Qualifiers and procurement of the NSPC t-shirts of the regional delegation, this Office shall download funds to the Division of Tacloban City.
2. A total amount of **Five Hundred Eighty-One Thousand Six Hundred Pesos (Php 581,600.00)** taken from the Development and Promotion of Campus Journalism (DPCJ) Program Support Funds under SARO No. OSEC-8-24-2956 dated April 26, 2024 shall be downloaded to enable the host division to conduct the activity which has been scheduled on May 5-7, 2025 at a venue in Tacloban City.
3. For guidance and reference of the host division, the activity design stipulating the details and budgetary considerations are attached in the enclosure.
4. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: As stated

Reference: None

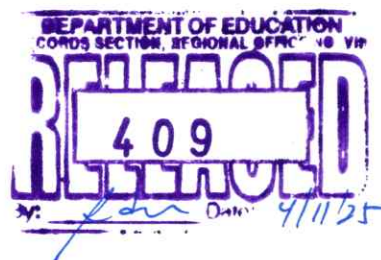
To be indicated in the Perpetual Index under the following subjects:

CAMPUS JOURNALISM

DOWNLOADING OF FUNDS

NSPC

CLMD-DME



Enclosure to Regional Memorandum No. **409** s. 2025

ACTIVITY DESIGN

A. CONDUCT OF THE REGIONAL COACHING

ACTIVITY TITLE: Regional Coaching of the 2025 NSPC Qualifiers

ACTIVITY DURATION: May 5-7, 2025 (Equivalent to 2 days)

ESTIMATED NUMBER OF PAX: 125 participants

TARGET VENUE: Tacloban City

ACCOMMODATION: Full board (Board and Lodging)

PLENARY AND SESSION HALLS REQUIREMENTS:

- 1 plenary hall which can accommodate at least 125 pax
- 4 breakout rooms which can accommodate 40 pax
- 1 Program Management Room that can accommodate 20 pax
- Dedicated AV system in each breakout room, having at least 2 wireless microphones and extension wires for charging per room
- Breakout rooms have 6 working tables (preferably rectangular tables that can accommodate 8 pax)
- Stable and unlimited access to the internet and wifi in all session rooms
- Has clean and hygienic comfort rooms/bathrooms
- Has free-flowing 3-in-1 coffee and/or chocolate drink
- Has purified water available at each breakout room and hotel corridors
- Free use of session halls up to 8:00 p.m. if needed
- Has 1 pc 4 x 8m activity tarpaulin

ROOM ACCOMMODATION REQUIREMENTS:

- Room sharing of 2 to 3 persons for regular rooms
- No bed sharing of participants
- Provision of toiletries, blanket, towel, and pillows
- With active elevator for venues having 3 floors and above
- With daily housekeeping

CATERING SERVICE:

MEALS	May 5	May 6	May 7
Breakfast (200)		✓	✓
AM Snacks (100)		✓	✓
Lunch (400)	✓	✓	
PM Snacks (100)	✓	✓	
Dinner (400)	✓	✓	
Lodging (800)	✓	✓	

May 5, 2025 - 125 pax x 700 = 212, 500.00
 May 6, 2025 - 125 pax x 2,000 = 250, 000.00
 May 7, 2025 - 125 pax x 300 = 37, 500.00
Total 500,000.00

B. PROCUREMENT OF NSPC T-SHIRTS

T-SHIRT SPECIFICATIONS

- 204 rounded, closed neck cotton T-shirts, with ceiling price of 400 pesos per shirt
- Grey shirt with printed "NSPC" (See printed design)

SIZES	QUANTITY
XS	38
S	50
M	58
L	36
XL	14
XXL	7
XXXL	1
	204

400 pcs x 400 = 81,600.00