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

September 18, 2025

REGIONAL MEMORANDUMCLMD-2025- 1190**DOWNLOADING OF ADDITIONAL PROGRAM SUPPORT FUND FOR THE
CONDUCT OF THE INCLUSIVE EDUCATION LEADERS SUMMIT**

To: Schools Division Superintendent } Division of Leyte
Division SNED Supervisor
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD) and Finance Division, shall download an additional program support fund to the Division of Leyte which is hosting the **Inclusive Education Leaders' Summit** on November 25-28, 2025.

2. In view of this, the remaining **One Hundred Seventy Thousand Pesos (Php 170,000.00)** allocation from the Regional SNED Funds (FY 2025 GAAAO-ANNEX A1) dated January 2, 2025 shall be downloaded to the said division to cover expenses for the rental and preparation of venue, rental of audio-visual system, preparation of the Inclusive Education Gallery booths and items for exhibit, procurement of additional equipment and materials, honoraria of resource persons, meals of invited guests and performers, and other related expenditures that will ensure a systematic and smooth conduct of the activity.

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



RONEL AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: None
Reference: As stated

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

DOWNLOADING OF FUNDS INCLUSIVE EDUCATION SNED

CLMD-DME



Republic of the Philippines
Department of Education

AR No : AR-2025-R5715-00370

DATE : Aug 15, 2025

FOR : Ronelo Al K. Firmo

Assistant Regional Director, OIC-Office Of The Regional Director

FROM : Gertrudes C. Mabutin

OIC-Chief, CLMD

**SUBJECT : DOWNLOADING OF ADDITIONAL PSF FOR THE INCLUSIVE EDUCATION
LEADERS SUMMIT**

NAME OF PROGRAM(S)/ PROJECT(S):

SPECIAL NEEDS EDUCATION PROGRAM

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-25-5715-SPED-001	Well-oriented, motivated, and capacitated Inclusive Education Leaders	200

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-25-5715-SPED-001	Inclusive Education Leaders' Summit

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-25-5715-SPED-001	Inclusive Education Leaders' Summit	170,000.00
Grand Total:		170,000.00

SOURCE OF FUNDS:

SPED - 2025

ADMINISTRATIVE ARRANGEMENTS:

ANNEXES:

1. Regional Memo
2. Letter Request for downloading
3. WFP

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.