



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

October 29, 2025

REGIONAL MEMORANDUM

CLMD-2025- 1442

**DOWNLOADING OF TRAVEL FUNDS FOR THE PARTICIPANTS IN THE
WORKSHOPS ON THE DEVELOPMENT, VALIDATION, AND
FINALIZATION OF RESOURE PACKAGES ON SPECIAL
NEEDS EDUCATION FOR THE SCHOOL HEADS
DEVELOPMENT AND TEACHER
INDUCTION PROGRAMS**

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

1. Attached are DM-LS-2025-112 and DM-LS-2025-118 dated September 30, 2025, requiring the Regional Offices to send participants to attend a series of workshops on the development, validation, and finalization of resources packages on Special Needs Education that can be used for the School Heads Development Program (SHDP) and Teachers Induction Program (TIP).

2. To support these activities which require travel to the DepEd Teacher's Camp in Nueva Viscaya, funds shall be downloaded to the schools division offices (SDOs) of the participants for their travel reimbursements. The total allocation in the amount **One Hundred Fifty-Eight Thousand Six Hundred Forty Pesos (Php 158,640.00)** shall be downloaded based on the following details:

| NAME OF PARTICIPANT | ACTIVITY | DATE | AMOUNT | SOURCE OF FUND |
|---------------------------|---------------------------|----------------------|-----------|-----------------|
| Necia R. Nedruda | Development Phase (SHDP) | October 27-29, 2025 | 13,220.00 | OSEC-8-25-02734 |
| Careyna R. Masbang | | | 13,220.00 | |
| Pamela S. Almanza | Validation Phase (SHDP) | November 13-15, 2025 | 13,220.00 | |
| Melfe Grace A. Sanchez | | | 13,220.00 | |
| Necia R. Nedruda | Finalization Phase (SHDP) | November 25-27, 2025 | 13,220.00 | |
| Careyna R. Masbang | | | 13,220.00 | |
| Emmarie Nedira | Development Phase (TIP) | October 27-29, 2025 | 13,220.00 | OSEC-8-25-3364 |
| Marife D. Gonzales | | | 13,220.00 | |
| Ulpiana Obera | | | 13,220.00 | |

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|--------------------|--------------------------|----------------------|------------|--|
| Crisanto Pacho | Validation Phase (TIP) | November 13-15, 2025 | 13,220.00 | |
| Emmarie Nedira | Finalization Phase (TIP) | November 25-27, 2025 | 13,220.00 | |
| Marife D. Gonzales | | | 13,220.00 | |
| | | | 158,640.00 | |

3. In case the amount downloaded is insufficient to cover the total expenses of the participants, the same expenses may be charged to their respective SNED, local funds, and MOOE or additional funds may be downloaded subject to availability and the existing accounting and auditing rules and regulations.

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



RONELDO 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:

RESOURCE PACKAGE
 SCHOOL HEADS DEVELOPMENT PROGRAM
 TEACHER INDUCTION PROGRAM
 SPECIAL NEEDS EDUCATION
 WORKSHOP

CLMD-DME