



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

December 1, 2025

**REGIONAL MEMORANDUM**  
CLMD-2025 1634

**DOWNLOADING OF FUNDS FOR THE TRAVELLING EXPENSES OF  
PARTICIPANTS ON THE WORKSHOP ON POLICY REVIEW ON  
THE REVISION OF THE POLICY GUIDELINES ON  
DAILY LESSON PLAN PREPARATION  
FOR THE K TO 12 PROGRAM**

To: Schools Division Superintendent  
All Others Concerned  
Division of Leyte

1. This Office, through the Curriculum Learning and Management Division (CLMD), shall download fund to cover travelling expenses of Leyte Division participants to the Workshop on Policy Review on the Revision of the Policy Guidelines on Daily Lesson Plan Preparation for the K-12 on November 27-29, 2025 in Tanza Oasis Hotel and Resort, Tanza, Cavite in the amount of **Fifty Two Thousand pesos only (52,000.00)** from the **Continuing 2025 BEC Funds- AC-25-5715-BEC-007**.
2. Any amount which exceeds the allocation, may be charged against Local Funds subject to the usual accounting and auditing rules and regulations.
3. 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

Enclosure: None

Reference: As stated

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

**INTEGRATION**

**SOCIO EMOTIONAL LEARNING**

CLMD-ACA

