



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros oriental

Office of the Schools Division Superintendent

MEMORANDUM

MLA-2023- 385

To: **JOELYZA M. ARCILLA EDD, CESE**
OIC-ASDS, DepEd Negros Oriental

RENANTE A. JUANILLO EDD
EPS - SHS

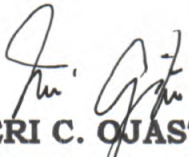
ANTONIO B. BAGUIO, JR. EDD
EPS - EPP/TLE/TVL – FOCAL SDO

SONNY V. UY
PSDS – SAFETY AND SECURITY COMMITTEE

HAZEL ARGONCILLO, PHD
PSDS – FOOD COMMITTEE CHAIR

AMAFE D. FERRERON
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FRANCIS SILAO
TRANSPO AND ACCOMMODATION COMMITTEE

FROM: 
NERI C. OJASTRO EDD, CESE
Schools Division Superintendent

SUBJECT: **CONDUCT OF OCULAR INSPECTION TO MANDAUE CITY IN
PREPARATION FOR THE UPCOMING 2023 RFOT**

DATE: **JUNE 6, 2023**

1. Please be informed of your task to conduct ocular inspection at Subang Dako Elementary School, Madaue City on June 12 to 13, 2023, in preparation for the Regional Festival of Talents. This ocular inspection is crucial to ensure the smooth execution of the event and to address any logistical or operational concerns beforehand.
2. The purpose of the ocular inspection is as follows:
 - a. **Assessing Venue Suitability:** We will visit the designated venues for the festival, including auditoriums, exhibition halls/contest venues, classrooms, and other outdoor areas for Bayle sa Kalye performances. The group will check their suitability in terms of space, facilities, safety measures, and overall convenience.



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
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6 JUN 2023

- b. **Logistics and Infrastructure Assessment:** We will examine the existing infrastructure, such as electricity, water supply, internet connectivity, and other necessary utilities. Additionally, the group will evaluate the availability of parking spaces, restrooms, and other amenities required to accommodate participants and attendees.
 - c. **Security and Safety Evaluation:** We will collaborate with the DepEd authorities -School Head, PSDS, security personnel and PNP to assess the security arrangements for the event. This includes reviewing emergency response plans, fire safety measures, crowd management strategies, and any other security protocols.
 - d. **Technical Requirements:** The group will evaluate the technical requirements for the RFOT. This will help us identify any additional equipment or services needed to facilitate the performances, exhibitions, and in other competitions.
 - e. **Coordination with Local Organizers:** We will meet with the Host organizing committee and relevant stakeholders to ensure effective coordination and discuss any specific requirements or concerns related to the event.
 - f. **Report and Recommendations:** Based on the ocular inspection findings, we will prepare a comprehensive report highlighting our observations, recommendations, and any necessary actions to be taken before the festival.
3. Travel and accommodation of the identified personnel who will conduct the ocular Inspection are chargeable against School/Division MOOE/other available funds subject to usual accounting and auditing rules and regulations.
 4. This serves as **TRAVEL ORDER**.
 5. For your guidance and compliance.

NCO/MCP-JMA-NLR/CID CHIEF/abbjr.
June 6, 2023



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