



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

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**Office of the Schools Division Superintendent**

MEMORANDUM  
MLA-2023- 399

To:

**CARMELITA A. ALCALA**

Logistics and Operations Committee

**RENANTE A. JUANILLO EDD**

EPS – SHS CO-FOCAL SDO

**ANTONIO B. BAGUIO, JR. EDD**

EPS - EPP/TLE/TVL – FOCAL SDO

**SONNY V. UY**

PSDS – SAFETY AND SECURITY COMMITTEE

**ROSELA R. ABIERA**

SUPPLIES, EQUIPMENT & DELEGATION T-SHIRT/LIQUIDATION

**HAZEL E. ARGONCILLO, PHD**

PSDS – FOOD COMMITTEE CHAIR/LIQUIDATION

**FRANCIS O. SILAO**

TRANSPO AND ACCOMMODATION COMMITTEE

**JESSIELITO G. CORTEZ, JR.**

TRANSPO AND ACCOMMODATION/LIQUIDATION

**MELANIE O. AUSTERO**

Medical Team

**TROXIE GAVECT TORRES**

Attendance /Docu-Contest Results/Technical Support

**ELISA L. BAGUIO**

EPS – Insurance

By the Authority of the Schools Division Superintendent:

FROM:

  
**NILITA L. RAGAY EdD**

OIC ASDS/CID Chief

Office In-Charge

SUBJECT:

**PRE-DEPARTURE COMMITTEE MEETING IN PREPARATION  
FOR THE UPCOMING 2023 RFOT**

DATE:

**JUNE 13, 2023**

13 JUN 2023

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1. Please be informed of your attendance to the pre-departure meeting on June 14, 2023, at 7:30 am at the division office conference room regarding the updates of the 2023 Regional Festival of Talents.



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644

**Email Address:** negros.oriental@deped.gov.ph

2. As we continue to make progress in organizing the upcoming Regional Festival of Talents, this office would like to propose an addendum to our existing committee structure which is the disbursing and in-charge of the liquidation to fast track the preparation and submission of pertinent documents for liquidation.
3. Creation of Additional Committee:
  - Liquidation Committee:
    - Chair: Renante A. Juanillo EdD
    - Members: Hazel E. Argoncillo PhD
    - Jessielito G. Cortez, Jr.
    - Rosela R. Abiera
  - Logistics and Operations Committee:
    - Chair: Carmelita A. Alcala EdD
    - All CID EPS
4. In order to address specific areas of the Delegation to the RFOT more effectively, this office proposes the creation of an additional committee: the "Liquidation Committee" and the "Logistics and Operations Committee." This committee will be responsible for overseeing logistics, venue management, equipment, procurement of consumables, and other operational aspects of the event. The establishment of this committee will significantly contribute to the overall success of the participation to the RFOT.
5. The pre- departure meeting is to discuss the implementation of this addendum and ensure clear communication among all committees in the conduct of the event. The details of the meeting are as follows:
  - Agenda:
    - Introduction of the Logistics and Operations and other Committees
    - Discussion on the responsibilities and tasks of each committee
    - Coordination and collaboration strategies
    - Timeline for deliverables
    - Any other relevant matters
6. Attendance of the identified participants to this meeting is a must. If you have any specific agenda items you would like to include, kindly inform the focal person in advance. Your presence at this meeting is crucial, as it will provide an opportunity for us to align our efforts, streamline our processes, and address any concerns or questions that may arise.
7. Looking forward to your positive response and our continued collaboration.
8. Travel and accommodation of the identified personnel are chargeable against School MOOE/Municipal SEF and other available funds subject to the usual accounting and auditing rules and regulations.
9. This serves as **TRAVEL ORDER**.
10. For your guidance and compliance.