



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


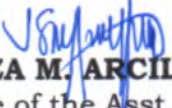
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 SECTION

## AUTHORITY TO TRAVEL

**CONTROL NO.**

148

**REGION: 7**  
**BUREAU/DIVISION/SCHOOL: Negros Oriental**

|   |   |   |
|---|---|---|
| <b>Date of Filing</b>   | December 19, 2022   |   |
| <b>NAME</b>   | <b>DAE P. HABALO</b><br><b>DENNIS CHARL F. ANDALAJAO</b>  |   |
| <b>Position/Designation</b>   | SEPS Planning & Research<br>SEPS Monitoring & Evaluation  |   |
| <b>Permanent Station</b>  | SDO Negros Oriental   |   |
| <b>Purpose of Travel</b>  | To attend the Coordination Meeting with Schools Division Planning Officers III, Senior Education Program Specialists for Planning and Research, and Division Monitoring and Evaluation (M&E) Coordinators |   |
| <b>Activity Organized/ Sponsored by</b>   | DepEd Region VII  |   |
| <b>Period Covered</b><br><i>(Inclusive of Travel Time)</i>  | February 13-14, 2023  |   |
| <b>Please Check</b>   | <input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time  |   |
| <b>Venue/Destination</b>  | Cebu City   |   |
| <b>Expenses Covered</b>   | Travelling, food and other incidental expenses<br>(subject to the usual accounting and auditing rules and regulations)  |   |
| <b>Fund Source</b><br><b>(Pap Code/...)</b>   | Division MOOE   |   |
| <b>Recommending Approval:</b><br><br><div style="text-align: center;"> <br/> <b>RACHEL B. PICARDAL, EdD</b><br/>           SGOD Chief         </div><br>Date: <u>          FEB 09 2023          </u> |   | <b>Approved:</b><br><br>By Authority of the Schools Division Superintendent:<br><br><div style="text-align: center;"> <br/> <b>JOELYZA M. ARCILLA EdD, CESE</b><br/>           OIC-Office of the Asst. Schools Division Superintendent<br/>           Office In-Charge         </div><br>Date: <u>          2/11/2023          </u> |



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

FEB 10 2023

REGIONAL MEMORANDUM

No. **0095**, s.2023

**COORDINATION MEETING WITH SCHOOLS DIVISIONS PLANNING OFFICERS III,  
SENIOR EDUCATION PROGRAM SPECIALISTS FOR PLANNING AND RESEARCH,  
AND DIVISION MONITORING AND EVALUATION (M&E) COORDINATORS**

To: Schools Division Superintendents  
All Others Concerned

1. In line with DepEd Order No. 24, s. 2022, "**Adoption of Basic Education Development Plan (BEDP) 2030**", which mandates the alignment of the **Regional Education Development Plan (REDP)** and **Division Education Development Plan (DEDP)** with the national plan, this Office, through the Policy, Planning, and Research Division (PPRD) will conduct a two-day **Coordination Meeting with Schools Divisions Planning Officers III, Senior Education Program Specialists for Planning and Research Unit, and Division Monitoring and Evaluation (M&E) Coordinators** on February 13-14, 2023 at DepEd Ecotech Center, Lahug, Cebu City.

2. The said activity aims to discuss the following:

- a. Harmonization of REDP and DEDP;
- b. DepEd RO7 Indicative Calendar of Activities for CY 2023 cum Workshop on Annual Implementation Plan (AIP) Template;
- c. Program Management Information System (PMIS);
- d. Research Management and PPRD Deliverables and Updates; and
- e. Other work related matters.

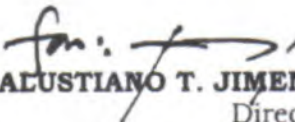
3. Participants to this activity are the following:

| <b>Governance Level</b> | <b>Personnel</b>                         | <b>No. of Personnel</b> |
|-------------------------|--|-------------------------|
| RO                      | PPRD                                     | 7                       |
| SDOs                    | DPO III                                  | 1                       |
|                         | SEPS-PRU and/or<br>Research Coordinators | 1                       |
|                         | Division M&E Coordinators                | 1                       |



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph

4. Participants are required to bring the following:
  - a) laptop
  - b) portable wifi
  - c) extension wire
  - d) hardcopy and softcopy of available DEDP Materials
5. Board and lodging, meal expenses, and other incidental expenses relative to the conduct of the abovementioned activity shall be charged to regional/ local funds, subject to the usual accounting and auditing rules and regulations.
6. The check-in time shall be on February 12, 2023 at 2:00 pm while the check-out time will be on February 14, 2023 at 1:00 pm. First meal is dinner on Day 0, February 12, 2023 and last meal is lunch on Day 2, February 14, 2023. Should there be changes in the venue of the said meeting, it shall be communicated via text message or Facebook messenger.
7. For the information and guidance of all concerned.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/PPRD/BDT/smtc

**Enclosure A**

**ACTIVITY OUTLINE**

|   |   |
|---|---|
| <b>COORDINATION MEETING WITH SCHOOLS DIVISIONS PLANNING OFFICERS III, SENIOR EDUCATION PROGRAM SPECIALISTS FOR PLANNING AND RESEARCH, AND DIVISION MONITORING AND EVALUATION (M&amp;E) COORDINATORS</b> |   |
| <i>Source of Funds</i>  | <b>2023 Regional MOOE Funds/ Local Funds</b>                        |
| <i>Date of Activity</i>   | <b>February 13-14, 2023</b>   |
| <i>Venue of Activity</i>  | <b>DepEd Ecotech Center</b>   |
| <i>Participants</i>   | <b>PPRD Personnel, DPOs III, SEPS P&amp;R, M&amp;E Coordinators</b> |
| <i>PMIS Activity Code</i>   | <b>AC-22-5711-GASS-003</b>  |

**I. Objectives**

- a. Harmonization of REDP and DEDP;
- b. DepEd RO7 Indicative Calendar of Activities for CY 2023 cum Workshop on Annual Implementation Plan (AIP) Template;
- c. Program Management Information System (PMIS);
- d. Research Management and PPRD Deliverables and Updates; and
- e. Other work related matters.

**II. Legal Bases**

Department Order No. 39, series of 2016                      Department Order No. 11, series of 2021  
 Department Order No. 16, series of 2017                      Department Order No. 24, series of 2022

**III. Matrix of Activities**

| <b>Date</b>                               | <b>Time</b>          | <b>Activity</b>  | <b>Focal Person</b>  |
|---|----------------------|--|--|
| <b>FEBRUARY<br/>13, 2023<br/>(Day 01)</b> | 08:00 AM<br>09:00 AM | Attendance Check   | Policy, Planning, and Research Division (PPRD) Personnel                               |
|   |                      | Opening Program  |  |
|   |                      | Prayer   | Audiovisual Presentation   |
|   |                      | Nationalistic Song   | Audiovisual Presentation   |
|   |                      | Welcome Message  | <b>BENJAMIN D. TIONGZON, DPA</b><br>Chief, PPRD  |
|   |                      | Acknowledgment of Participants   | <b>CHRISTOPHER D. VILLANUEVA, JR., PhD</b><br>AdAs I                                   |
|   |                      | Inspirational Message  | <b>SALUSTIANO T. JIMENEZ JD, EdD, CESO V</b><br>Director IV, Regional Director         |
|   | 09:00 AM<br>12:00 NN | Harmonization of REDP and DEDP   | <b>BENJAMIN D. TIONGZON, DPA</b><br>Chief, PPRD  |
|   | 12:00 NN<br>01:00 PM |  | Lunch Break  |
|   | 01:00 PM<br>04:00 PM | DepEd RO7 Indicative Calendar of Activities for CY 2023 cum Workshop on Annual Implementation Plan (AIP) Template; | <b>BENJAMIN D. TIONGZON, DPA</b><br>Chief, PPRD<br><b>REY P. TAN, PhD</b><br>EPS, PPRD |
| 04:00 PM<br>05:00 PM                      | Reporting            | <b>DPOs III, SEPS P&amp;R, M&amp;E Coordinators</b>  |  |

| Date  | Time                 | Activity                                     | Focal Person   |
|---|----------------------|--|--|
| FEBRUARY<br>14, 2023<br>(Day 02)            | 08:00 AM             | Program Management Information System (PMIS) | JESS MARLOWE C. LIBRE<br>RPO III   |
|   | 09:00 AM             | Research Management                          | SHEENA MAE T. COMIGHUD, EdD<br>EPS II, PPRD/ Regional Research Coordinator |
|   | 10:00 AM             | PPRD Deliverables and Updates                | REY P. TAN, PhD<br>EPS, PPRD   |
|   | 11:00 AM             |  |  |
|   | 11:00 AM<br>12:00 NN | Lunch Break                                  |  |
| Emcee: JASMINE C. SARSABA<br>Statistician I |                      |  |  |

#### IV. Participants

| Governance Level                    | Personnel                                      | Number of Personnel | Total Number of Personnel |
|-------------------------------------|--|---------------------|---------------------------|
| RO                                  | PPRD   | 7                   | 7                         |
| SDOs                                | DPO III  | 1                   | 20                        |
|                                     | SEPS-PRU and/or Division Research Coordinators | 1                   | 20                        |
|                                     | Division M&E Coordinators                      | 1                   | 20                        |
| <b>TOTAL NUMBER OF PARTICIPANTS</b> |  |                     | <b>67</b>                 |

#### V. Budget

##### Food/ Meals (February 12-14, 2023)

| Items               | Meals     | Rate   | Feb. 12, 2023    | Feb. 13, 2023    | Feb. 14, 2023    | Sub-Total         | TOTAL AMOUNT      |
|---------------------|-----------|--------|------------------|------------------|------------------|-------------------|-------------------|
|                     |           |        | 67 Pax           | 67 Pax           | 67 Pax           |                   |                   |
| Meals               | Breakfast | 200.00 |                  | 13,400.00        | 13,400.00        | 26,800.00         | 26,800.00         |
|                     | AM Snacks | 100.00 |                  | 6,700.00         | 6,700.00         | 13,400.00         | 13,400.00         |
|                     | Lunch     | 400.00 |                  | 26,800.00        | 26,800.00        | 53,600.00         | 53,600.00         |
|                     | PM Snacks | 100.00 |                  | 6,700.00         |                  | 6,700.00          | 6,700.00          |
|                     | Dinner    | 400.00 | 26,800.00        | 26,800.00        |                  | 53,600.00         | 53,600.00         |
| <b>TOTAL AMOUNT</b> |           |        | <b>26,800.00</b> | <b>80,400.00</b> | <b>46,900.00</b> | <b>154,100.00</b> | <b>154,100.00</b> |