



Republic of the Philippines
Department of Education
 Schools Division of Negros Oriental



TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	JOSEPH R. GEMINA, PDO II – DRRM
Position/ Designation	Project Development Officer II – DRRM
Permanent Station	Division Office
Purpose of Travel (must be supported by attachments)	Attend the 2023 Regional DRRM Mid-Year Evaluation and Planning Workshop, Education Cluster and Stakeholders Convergence
Host of Activity	DepEd Regional Office
Inclusive Dates	June 20-22, 2023
Destination	DepEd Ecotech, Sudlon, Lahug, Cebu City
Fund Source	Local Funds

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

JOSEPH R. GEMINA

Project Development Officer II - DRRM

June 5, 2023

Name and Signature of Requesting Employee

Date

This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

RACHEL B. PICARDAL EdD

Chief, SGOD

JUN 05 2023

Name and Signature of Recommending Authority

Date

APPROVED

By the authority of the Schools Division Superintendent

MARCELO K. PALISPIS EdD

Assistant Schools Division Superintendent
Office In-Charge

6/5/23

Name and Signature of Approving Authority

Date



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

Office of the Regional Director

JUN 01 2023

REGIONAL MEMORANDUM

No. **0349**, s. 2023

SUBMISSION OF DRRM DOWNLOADED FUNDS AHEAD OF THE SET SCHEDULE

To: Schools Division Superintendents
ESSD and SGOD Chiefs
Region and Division DRRM Coordinators

1. This Office, required the field offices to present and submit utilization reports of the downloaded funds during the 2023 Regional DRRM Mid-Year Evaluation and Planning Workshop, Education Cluster and Stakeholders Convergence on June 20-22, 2023 at DepEd Ecotech, Sudlon, Lahug, Cebu City, but then the Central Office issued OUOPS Memo No. 2023-04-4912 titled "**Submission of Utilization Reports of Funds Downloaded for Comprehensively Released and Response Interventions to Field Offices**" requiring Region and Divisions to submit the said reports on or before June 15, 2023.

2. In view thereof, we would like to request all Division Offices to submit the above-mentioned reports (editable MS excel copy and signed PDF copy or vetted by the Schools Division Superintendent) on or before June 13, 2023 through the email address ranilo.edar@deped.gov.ph for consolidation and vetting of the Regional Director.

6) For the details, concerns, clarifications, and template of the reports, refer to the attached documents or contact Mr. Ranilo L. Edar through his mobile no. 09171566073.

7) Immediate dissemination of this Memorandum to all concerned is desired.

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



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