



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

DepEd Negros Ori
RELEASED
 NO: 023-3074
 DATE: 23 OCT 2023
 BY: S
RECORD SECTION

Barcode/Track Number



852992323132543

AUTHORITY TO TRAVEL

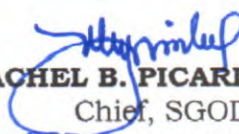
CONTROL NO.

906

REGION: 7
BUREAU/DIVISION/SCHOOL: Negros Oriental

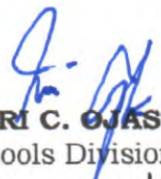
Date of Filing	October 23, 2023
NAME	DAE P. HABALO
Position/Designation	SEPS Planning & Research
Permanent Station	SDO Negros Oriental
Purpose of Travel	To attend the 3 rd and 4 th Quarterly Coordination Meeting with CES-SGOD, SEPS P&R/Research Coordinators, SEPS SMME, and DPOs III
Activity Organized/Sponsored by	DepEd Region VII
Period Covered <i>(Inclusive of Travel Time)</i>	OCT. 25-27, 2023
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue/Destination	DepEd Ecotech Center, Cebu City
Expenses Covered	Travelling, food and other incidental expenses (subject to the usual accounting and auditing rules and regulations)
Fund Source <i>(Pap Code/...)</i>	Division MOOE

Recommending Approval:


RACHEL B. PICARDAL EdD
 Chief, SGOD
 OCT 24 2023

Date: _____

Approved:


NERI C. OJASTRO EdD, CESE
 Schools Division Superintendent
 10/24/2023

Date: _____



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

Office of the Regional Director

18 OCT 2023

REGIONAL MEMORANDUM

No. **783** s. 2023

**3rd and 4th QUARTERLY COORDINATION MEETING WITH CES-SGOD,
SEPS P&R/RESEARCH COORDINATORS, SEPS SMME, AND DPOs III**

To: Schools Division Superintendents
All Others Concerned

1. This Office disseminates the conduct of the **3rd and 4th Quarterly Coordination Meeting** with the *Chief Education Supervisor of the Schools Governance Operations Division (CES-SGOD), Senior Education Program Specialists for Planning and Research (SEPS P&R)/ Research Coordinators, Senior Education Program Specialists for School Management Monitoring and Evaluation (SEPS SMME), and Schools Division Planning Officers III (SDPOs III)* on **October 25-27, 2023** to be held at DepEd Ecotech Center, Cebu City, Philippines.

2. The said activity aims to discuss the following:


- Updating of the WFP/ PMIS for the 3rd Quarter;
- Basic Education Enrolment for SY 2023-2024;
- Content Validation of the Division Report Card (DRC);
- Content Validation and Pilot Testing of the Policy Assessment Tool;
- Orientation cum Consultation of DepEd ROVII's Templates for Research and Innovation; and
- Updates on the Submission and Acceptance of Research Deliverables and Presentation Schedules.

3. Participants to this activity are the *CES-SGOD, SEPS P&R/Research Coordinators, SEPS SMME, and SDPOs III* of the 20 SDOs as well as all the *DepEd Region VII PPRD Personnel*. Moreover, participation to the said meeting could be in-person or through a virtual platform as some of the SDO participants already have ahead work schedules and/or equally important engagements, hence, link will just be communicated through official correspondence or via informal messaging.

4. Board and lodging, meal expenses, travel and other incidental expenses relative to the conduct of the abovementioned activity shall be charged to Regional/ Division MOOE/ local funds, all subject to the usual auditing and accounting rules and regulations.

5. The check-in time shall be on Day 1 (October 25, 2023) at 2PM while the check-out time will be on Day 3 (October 27, 2023) at 12NN. First meal is AM Snacks on Day 1 (October 25, 2023) and last meal is Lunch on Day 3 (October 27, 2023). In addition, travel time for SDO participants from provinces outside Cebu island is on October 24, 2023.

6. Immediate dissemination of, and compliance with the Memorandum is directed.


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

STJ/FYA/PPRD/BDI/smtc



Dofia M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700



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

Enclosure A

ACTIVITY DESIGN

3rd and 4th Quarterly Coordination Meeting	
Source of Funds	Regional MOOE/ Local Funds
Date of Activity	October 25-27, 2023
Venue of Activity	DepEd Ecotech Center, Cebu City, Philippines
Participants	CES-SGOD, SEPS P&R/ Research Coordinators, SEPS SMME, DPO III
PMIS Activity Code	AC-23-5711-GASS-001

I. Objectives

- A. Provide technical guidance to the 20 SDO counterparts.
- B. Discuss updates on Data Management, Policy Review and Development, Educational Planning, and Research Management.
- C. Validate the content of the policy assessment tool, division report card, and templates for research and innovation of DepEd Region VII.

II. Legal Bases

- A. DepEd Order No. 43, s.2023-"Guidance on the Conduct of Enrollment for School Year 2023-2024"
- B. DepEd Order No. 11, s.2021-"Guidelines on the Operationalization of Program Management Information System"
- C. DepEd Order No. 16, s.2017-"Research Management Guidelines"
- D. DepEd Order No. 26, s. 2021-Amendment to DepEd Order No. 16, s.2017, "Research Management Guidelines"

III. Matrix of Activities

Date	Time	Activity	Focal Person
Day 1 (25 Oct 2023)	7:00-9:00 AM	Arrival and Registration	
		Philippine National Anthem	AVP
	Opening Prayer	AVP	
	Welcome Remarks	Benjamin D. Tiongzon DPA CES, PPRD	
	Rationale	Atty. Fiel Y. Almendra Assistant Regional Director	
	Acknowledgment of Participants	Jasmine C. Sarsaba Statistician I, PPRD	
	9:00-10:00 AM	Inspirational Message	Salustiano T. Jimenez JD, EdD Regional Director
		Overview	Rey P. Tan PhD EPSvr, PPRD
House Rules		Nikki Noreen S. Gabales Admin Support Staff	
Health Break			





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

Date	Time	Activity	Focal Person
Day 1 (25 Oct 2023)	10:00-12:00 NN	Policy Assessment Tool (Content Validation)	Benjamin D. Tiongzon DPA CES, PPRD
	12:00-1:00 PM	Lunch	
	1:00-2:45 PM	Policy Assessment Tool (Continuation of Content Validation)	CES-SGOD, SEPS P&R/ Research Coordinators, SEPS SMME, DPO III
	2:45-3:00 PM	Health Break	
	3:00-5:00 PM	Educational Planning	Jess Marlowe C. Libre Regional Planning Officer III
Day 2 (26 Oct 2023)	6:00-8:00 AM	Breakfast	
	8:00-8:30 AM	Preliminaries	PPRD Staff
	8:30-9:45 AM	Research Management: Orientation cum Validation of Templates for DepEd R07 Research and Innovation	Sheena Mae T. Comighud Education Program Specialist II/ Regional Research Coordinator
	9:45-10:00 AM	Health Break	
	10:00-12:00 NN	Research Management: Submission and Acceptance of Deliverables	Senior Education Program Specialists for Planning and Research (SEPS P&R)/ Division Research Coordinators
	12:00-1:00 PM	Lunch	
	1:00-2:45 PM	Research Management (Continued)	DepEd R07-PPRD and SDOs
	2:45-3:00 PM	Health Break	
3:00-5:00 PM	Data Management: Basic Education Enrollment, DepEd ROVII Dashboard/ Content Validation of the DRC	Jasmine C. Sarsaba Statistician I	
Day 3 (27 Oct 2023)	6:00-8:30 AM	Breakfast	
	8:30-9:30 AM	Preliminaries	PPRD Staff
	9:30-9:40 AM	Health Break	
	9:40-12:00 NN	Policy Assessment Tool (Presentation of Results)	Benjamin D. Tiongzon DPA CES, PPRD
	12:00-1:00 PM	Lunch	
	1:00-2:00 PM	Policy Assessment Tool (Continuation of Presentation of Results)	Benjamin D. Tiongzon DPA CES, PPRD
	2:00-3:00 PM	Program Evaluation	Sheena Mae T. Comighud
	3:10-3:20 PM	Ways Forward	Jess Marlowe C. Libre
	3:20-5:00 PM	Closing Program	Rey P. Tan PhD
		Nationalistic Song	AVP
		Prayer	AVP
Closing Remarks		Benjamin D. Tiongzon DPA	
Giving of Certificates		PPRD Staff and Participants	
	Photo Opportunities	PPRD Staff and Participants	





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

IV. Participants

Participants	F2F		Online	
	# Pax	Designations	# Pax	Designations
SDO-Bais City	0		4	CES-SGOD, EPSvr (Research Coordinator), SMME Coordinator, DPO III
SDO-Bayawan City	0		4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III
SDO-Bogo City	0		4	CES-SGOD, EPSvr-SGOD, SEPS SMME, Research Coordinator/DPO III
SDO-Bohol	0		4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III
SDO-Canlaon City	0		4	CES-SGOD, EPSvr (Research Coordinator), SMME Coordinator, DPO III
SDO-Carcar City	2	CES-SGOD, SEPS P&R	2	SEPS SMME, DPO III
SDO-Cebu Province	4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III	0	
SDO-Cebu City	4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III	0	
SDO-City of Naga	1	DPO III/ Research Coordinator	3	CES-SGOD, EPSvr-SGOD, SMME Coordinator
SDO-Danao City	4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III	0	
SDO-Dumaguete City	2	EPSvr (Research Coor), DPO III	2	OIC CES-SGOD, SEPS SMME
SDO-Guihulngan City	0		4	CES-SGOD, Research Coordinator SMME Coordinator, DPO III
SDO-Lapu-Lapu City	4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III	0	
SDO-Mandaue City	4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III	0	
✓ SDO-Negros Oriental	1	SEPS P&R	3	CES-SGOD, SEPS SMME, DPO III
SDO-Siquijor	4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III	0	
SDO-Tagbilaran City	0		4	CES-SGOD, EPSvr (Research Coordinator), SMME Coordinator, DPO III
SDO-Talisay City	4	CES-SGOD, SEPS P&R, SEPS SMME, DPO III	0	
SDO-Tanjay City	0		4	CES-SGOD, Research Coordinator, SEPS SMME, DPO III
SDO-Toledo City	2	SEPS P&R, DPO III	2	CES-SGOD, SEPS SMME
PPRD	6	CES, EPSvr, RPO III, EPS II, Stat I, Admin Support Staff	0	
ORDir	2	RD, ARD	0	
TOTAL	44		44	





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

V. Budget

A. Food/Meals (October 25-27, 2023)

Item(s)	Schedule	Day 1	DAY 2	DAY 3
	Date	25 Oct 23	26 Oct 23	27 Oct 23
	Day	Wednesday	Thursday	Friday
	# Pax	44	44	44
Meals	Breakfast PhP 200.00	None	8,800.00	8,800.00
	AM Snacks PhP 100.00	4,400.00	4,400.00	4,400.00
	Lunch PhP 400.00	17,600.00	17,600.00	17,600.00
	PM Snacks PhP 100.00	4,400.00	4,400.00	None
	Dinner PhP 400.00	17,600.00	17,600.00	None
Sub-Total Amount (Meals Per Day)		44,000.00	52,800.00	30,800.00
Accommodation		26,400.00	26,400.00	None
Service Fee 5%		3,520.00	3,960.00	1,540.00
Total Amount with 5%		73,920.00	83,160.00	32,340.00
Grand Total (Meals)				189,420.00

B. Training Materials (October 25-27, 2023)

- 1) Laptop
- 2) Extension Wire
- 3) Projector
- 4) Bond Paper (Short)
- 5) Bond Paper (Long)
- 6) Kit Package
 - a. Ballpen / Pencil
 - b. Notebook, ID
 - c. Memo, Worksheet (if necessary), Guidelines/Manual

