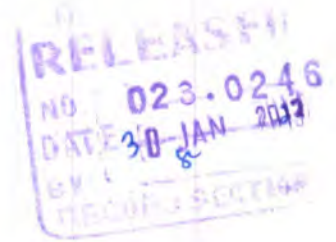




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ANNEX A



<u>AUTHORITY TO TRAVEL</u>		CONTROL NUMBER
REGION: VII BUREAU/DIVISION: DEPED, SCHOOLS DIVISION OF NEGROS ORIENTAL		91
Date of Filing	January 23, 2023	
Name & Designation	DR. JOELYZA M. ARCILLA- OIC-ASDS	
Permanent Station	Division Office	
Purpose of Travel	To attend the Final Coaching for Aspiring Third Level Officials.	
Activity Organized/ Sponsored By	Region 7	
Period Covered (Inclusive of Travel Time)	January 27-28, 2023	
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue / Destination	DepEd Ecotech Center and University of Cebu-Banilad, Cebu City	
Expenses Covered	Travelling and other incidental expenses	
Fund Source (PAP Code/....)	Division MOOE/ Local Fund	
		Approved: By the Authority of the Superintendent:  <b>MARCELO K. PALISPIS EdD, JD</b> OIC- Assistant Schools Division Superintendent Office-In-charge Date: <u>1/27/23</u>



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

JAN 19 2023

Office of the Regional Director  
REGIONAL MEMORANDUM  
No. **0053** s. 2023

**FINAL COACHING FOR ASPIRING THIRD LEVEL OFFICIALS**

TO : Schools Division Superintendents  
All Others Concerned

1. DepEd Regional Office VII, through the Field Technical Assistance Division (FTAD), and in partnership with the Philippine Association of Schools Superintendents (PASS), and Association of Assistant Schools Division Superintendents (AASDS) in DepEd Region VII, hereby announces the conduct of a Final Coaching for Aspiring Third Level Officials on January 27-28, 2023 at DepEd Ecotech Center and University of Cebu-Banilad, Cebu City.
2. This initiative aims to provide technical assistance to aspiring third level officials to prepare them for the special schedule of Career Executive Service-Written Examination (CES-WE) for DepEd Region VII takers on January 28, 2023.
3. The resource speakers that are invited to take part in this program include members of PASS and AASDS of DepEd Region VII.
4. The participants to this activity are the CESBOARD-approved CES-WE takers from the Regional Office and the different Schools Divisions, including the members of the Program Management Team (PMT) and the 25 CES-WE examiners and proctors, seven (7) of which come from CESBOARD in Manila.
5. To be properly guided, please refer to the following enclosures:
  - 5.1 Enclosure 1 Program Schedule Matrix.
  - 5.2 Enclosure 2 Rooming list of CES-WE Takers
  - 5.3 Enclosure 3 List of CES-WE Takers by Division
  - 5.4 Enclosure 4 Program Management TeamNote that there are ten (takers) for the identification of SDOs. Please see the first ten CES-WE takers in Enclosure 3.
6. The CES-WE takers are directed to submit by uploading to this Google Drive link, <https://tinyurl.com/CESWEessay>, an essay on any of the following topics: (1) Think Before You Click, (2) Mitigating Learning Loss, (3) My Idea of Transformational Leadership, or (4) Diversity and Self-Mastery. This is a requirement to be able to receive Certificate of Appearance.
7. The Schools Division Offices (SDOs), through the Schools Governance and Operations Division (SGOD), are enjoined to facilitate the following:



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City



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- 7.1** CES-WE takers' payment of Examination Fee in the amount of PHP 1,000.00 per taker. The payment detail is as follows:  
Bank Name: Land Bank of the Philippines-Commonwealth Branch  
Bank Account Name: CESB  
Bank Account Number: 0622-1022-34

Note that CESBOARD shall issue a single official receipt mentioning the names of those who can pay on or before January 20, 2023.

- 7.2** Submission to FTAD's chat group, **FTAD 7 for CESWE Takers**, of the scanned deposit slips with machine validation and labeled with the CES-WE taker's name, room number, seat number, and examinee number. Important details on the proof of payment must be reflected in this google sheet: <https://tinyurl.com/CESWEfee>. Note that FTAD shall not release the CES-WE Exam Permit to any examinee or SGOD personnel without the submission of proof of payments.
- 7.3** Releasing of the CES-WE Exam Permit or Application Receipt to the CESWE takers
- 7.4** Provision of technical assistance to the CESBOARD-approved CES-WE takers found in Enclosure 5 who directly submitted their applications to CESBOARD.

**8.** CES-WE takers that are given authority by the Division Management to attend this Final Coaching are directed to bring the following on January 28, 2023 when they take the actual CES-WE at UC, Banilad, Cebu City:

- 8.1** Printed Copy of CES-WE Exam Permit or Application Receipt
- 8.2** Valid Office Identification Card (ID)
- 8.3** Pencil (Mongol No. 2)
- 8.4** Ruler
- 8.5** One (1) 2" x 2" photograph
- 8.6** Ordinary Calculator (Calculators from Cellular Phones, Personal Digital Assistant (PDA) and similar gadgets shall not be allowed.)
- 8.7** COVID-19 Vaccination Card
- 8.8** Snacks

**9.** The medical team during the two-day activity includes Dr. Rogelio John Villamor, Dr. Melissa Paradela and Dr. Berna Ysulan. Note that examinees with cough and/or colds shall undergo an antigen swab test.

**10.** Important details are as follows:

- 10.1** CES-WE takers are expected to arrive in the morning of January 27, 2023. Their first meal is morning snacks on January 27, 2023 and





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the last meal is breakfast on January 28, 2023. Check out is on January 28, 2023.

**10.2** The members of the PMT are expected to arrive in the morning of January 27, 2023 except the members of Secretariat who may spend the night at Ecotech Center on January 26, 2023 with dinner. The first meal of PMT is breakfast on January 27, 2023 and the last meal is dinner on January 28, 2023. Check out is on January 28, 2023.

**10.3** The seven (7) out of twenty-five (25) CES-WE examiners and proctors who originate from Manila, shall arrive on January 27, 2023. The first meal of all examiners and proctors is breakfast on January 27, 2023 and the last meal is dinner on January 28, 2023. Check out is on January 28, 2023.

**11.** DepEd Ecotech Center shall ensure the following:

**11.1** Breakfast on January 28, 2023 for all participants must be packed and ready for pick-up at 5:00 in the morning because they are all expected to be at UC Banilad at 6:30 AM. Unclaimed breakfast packs must be delivered to UC Banilad.

**11.2** Delivery to CES-WE venue at UC-Banilad the packed morning snacks and lunch for PMT and 25-people team of CES-WE examiners and proctors at around 9:00 A.M.

**11.3** Delivery to CES-WE venue at UC-Banilad the packed afternoon snacks and dinner for PMT and 25-people team of CES-WE examiners and proctors at around 11:30 P.M.

**12.** Transportation and incidental expenses of resource speakers, CES-WE examiners and proctors and participants coming from the field shall be charged against their respective local funds, except the cost of airplane tickets (Manila to Cebu and vice versa) of seven (7) examiners from CESBOARD in Manila that will be charged against regional funds. Meals, supplies and accommodation of all participants shall be chargeable to regional funds. All expenses are subject to the usual accounting and auditing rules and regulations.

**13.** Immediate and wide dissemination of and compliance with this Memorandum is directed.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**

Director IV  
Regional Director *nb*

STJ/CAE/FTAD/PASS/AASDS/mclb



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (020) 221-1422; (020) 414-7200

**FINAL COACHING FOR ASPIRING THIRD LEVEL OFFICIALS**

*Batch Lig-on*

January 27, 2023 at Ecotech Center, Sudlon, Lahug, Cebu City

January 28, 2023 at University of Cebu, Banilad, Cebu City

**PROGRAM SCHEDULE MATRIX**

TIME	DAY 1 Friday, January 27, 2023
05:00 A.M. - 09:30 A.M.	Arrival of Participants Check-In Registration
9:30 A.M.-10:00 A.M.	Opening Program
10:05 A.M.-12:00 P.M.	Final Coaching on Essay Writing <i>Dr. Leah B. Apao</i> Director III, National Educators Academy of the Philippines
12:00 PM - 01:00 PM	Lunch
1:00 P.M. - 03:00 P.M.	Holy Mass
3:00 P.M.-5:00 PM	Meditation
5:00 PM - 5:30 PM	Debriefing

TIME	DAY 2 Saturday, January 28, 2023
05:00 A.M. - 05:30 A.M.	Breakfast
05:30 A.M. - 06:30 A.M.	Travel from Ecotech to UC Banilad
06:30 A.M. -12:00 P.M.	Actual CES-WE
12:00 PM - 01:00 PM	Lunch
01:00 P.M. -03:00 P.M.	Travel from UC Banilad to Ecotech
03:00 P.M. - 5:00 P.M.	ProCheck outgram Evaluation /

*Batch Lig-on: Magpabiling Mubarog Taliwala sa Hagit ug Kalisod*



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REGION VII - CENTRAL VISAYAS

Enclosure 4 to RM # 0053, s. 2023

**FINAL COACHING FOR ASPIRING THIRD LEVEL OFFICIALS**

January 27-28, 2023

Ecotech Center, Sudlon, Lahug, Cebu City & University of Cebu Banilad, Cebu City

**PROGRAM MANAGEMENT TEAM (PMT)**

<b>Program Director</b>	Dr. Salustiano T. Jimenez
<b>Assistant Program Director</b>	Dr. Cristito A. Eco
<b>Program Manager</b>	Dr. Gregorio Cyrus Elejorde, President, PASS Dr. Leah B. Apao, President, AASDS Ms. Merden L. Bryant, Chief, FTAD
<b>Assistant Program Manager</b>	Dr. Nimfa Bongo Dr. Faye Luarez Dr. Bernadette Susvilla Dr. Christine Paquibot Dr. Joelyza Arcilla Atty. Ester Futralan Dr. Leviticus Barazon Jr.
<b>Finance Officer</b>	Mr. Sylvio H. Sabino, Chief, Finance Division
<b>Training Manager</b>	Ms. Doris F. Esmero, FTAD EPS Mr. Allan P. Villacampa, FTAD EPS
<b>Releasing of CESWE Exam Permit or Application Receipt</b>	Ms. Merden L. Bryant (Chair) Ms. Doris F. Esmero Mr. Allan P. Villacampa
<b>Logistics Officers/ Secretariat</b>	Ms. Doris F. Esmero, FTAD EPS Mr. Allan P. Villacampa, EPS, FTAD Dr. Czar Augustus Ariza, ADAS, FTAD Ms. Roselle Aguilar, Dorm Manager, HRDD
<b>Health Wellness Officers</b>	Dr. Rogelio John Villamor Dr. Melissa Paradela Dr. Berna Ysulan



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**Telephone Nos.:** (032) 231:1433: (032) 414-7399