



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

June 7, 2022

**REGIONAL MEMORANDUM**

No. **538**, 2022

**CONDUCT OF ORIENTATION OF SCHOOL HEADS, AND DIVISION AND REGIONAL ENGINEERS ON THE IMPLEMENTATION OF THE CY 2021 LAST MILE SCHOOL PROGRAM**

To: Schools Division Superintendents  
 Regional Engineers  
 Division Engineers  
 School Heads  
 All Others Concerned

- Attached is a communication from Engr. Annabelle R. Pangan, Office of Education Facilities Division (EFD) DepEd Central Office, dated June 1, 2022, announcing the conduct of orientation among School Heads, and Division and Regional Engineers on the Implementation of the CY 2021 Last Mile School Program.
- The said activity will be conducted on **June 13-15, 2022**, at **Luxury Suites Hotel, Tacloban City**.
- The participants to this orientation are listed in the attachment of this Memorandum.
- Expenses incurred relative to the conduct of the activity such as board and lodging, venue rental, and other incidental expenses shall be charged to the downloaded fund from the Central Office, while travel and other incidental expenses of the participants to their respective local fund subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

Enclosures: As stated  
 References: As stated  
 To be indicated in the Perpetual Index under the following subjects:  
 EFD Last-Mile School Program Orientation

ESSD-SPSS-TJCP







*Office of the Chief*

June 1, 2022

**EVELYN R. FETALVERO**  
Regional Director  
DepEd Region VIII  
Palo, Leyte

Dear Director Fetalvero:

The Education Facilities Division (EFD) will conduct an Orientation of School Heads and Regional and Division Engineers on the Implementation of the CY 2021 Last Mile Schools Program on June 14, 2022.

In this regard, may we request your good office to be the Host Region of this activity including extending the assistance in the procurement of venue. We will transfer fund in the amount of One Hundred Fifty One Thousand Two Hundred Pesos (P151,200.00) to pay expenses for the venue, food and room accommodation of the expected 42 participants.

Please inform the EFD office on the confirmation of our request by accepting/approving this request as a requirement of the Budget Division in transferring funds to the Regional Office.

Attached is the budget estimate for your reference.

Anticipating your full cooperation on this matter, Thank you.

Very truly yours,

  
**ENGR. ANNABELLE R. PANGAN**  
Chief, EFD