



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

August 15, 2022

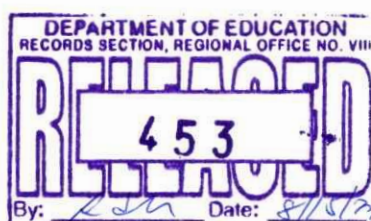
OFFICE MEMORANDUM

No. **453**, s. 2022

To: Schools Division Superintendent (Samar)
 Chief of Policy, Planning, and Research Division
 Chief of Finance Division
 All Others Concerned

**DOWNLOADING OF FUNDS TO SAMAR DIVISION IN SUPPORT TO THE
 CONDUCT OF THE CONVERGENCE OF REGIONAL AND
 SCHOOLS DIVISION OFFICE PLANNING UNITS**

1. In support to the conduct of the Convergence of Regional and Schools Division Office Planning Units, this Office, through the Policy, Planning, and Research Division (PPRD) and Finance Division (FD), shall download funds to Samar Division in the amount of Eighty-Eight Thousand, Four Hundred Pesos (Php88,400.00) with Sub-Allotment Release Order No. RO-8-22-0625 dated August 8, 2022.
2. The said amount shall be used to defray the expenses on the conduct of the aforementioned activity on December 1-2, 2022 in Samar Division, subject to the usual auditing rules and regulations.
3. The expected participants and the tentative program of activities are enclosed, for reference. For questions or clarifications, you may coordinate with PPRD through pprd.region8@deped.gov.ph or at telephone number (053) 300-0931.
4. Immediate dissemination of and compliance with this Memorandum are desired.



[Signature]
EVELYN R. FETALVERO, CESO IV
 Regional Director

PPRD-TCPJ



Government Center, Candahug, Palo, Leyte
 (053) 832-2997 | region8@deped.gov.ph
ISO 9001:2015 Certified

DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 2



**CONDUCT OF THE CONVERGENCE OF REGIONAL AND
SCHOOLS DIVISION OFFICE PLANNING UNITS**

I. Expected Participants

Office	Participants	Number of Participants
Regional Office (RO)	PPRD Personnel	8
Schools Division Offices	SEPSs-PR or Division Research Coordinators	13
	Planning Officers	13
	TOTAL	34

II. Technical and Administrative Arrangements

Day	Room Accommodation	Meals
Day 0	Check-in/Registration – 2:00 PM	Dinner
Day 1		Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 2	Check-out – 12:00 PM	Breakfast Morning Snack Lunch Afternoon Snack

III. Cost Estimates

Board and lodging for 2 days and two nights: 34 pax x 2,600 = Php88,400.00

PPRD-TCPJ



Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd - Region VIII
Regional Office - VIII



SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA103 100000100001000 - Current Appropriations General Management and Supervision - Regional Office Proper		REFERENCE: FY 2022 GAAAO dated 1/3/2022	SUB-ALLOTMENT RELEASE ORDER NO. RO-8-22-0625
FUND CODE: 01101101		LEGAL BASIS: Republic Act No. 11639 - FY 2022 GAA	DATE: 08-Aug-22
ORGANIZATION CODE: 070010300008			FISCAL YEAR: FY 2022
PURPOSE: <i>Transfer of funds to defray expenses on the conduct of the Convergence of Regional and Schools Division Office Planning Units.</i>			
To: The Schools Division Superintendent Schools Division of Samar (Western Samar) DepEd - Region VIII 007010808005			Region : 8
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	88,400.00
AMOUNT IN WORDS: *** <i>Eighty Eight Thousand Four Hundred Pesos Only</i> ***			Total: <u>88,400.00</u>
NOTE: The allotment herein sub-allotted are valid for obligation until December 31, 2023.			

The above sub-allotments have been made available for expenditures of the Region/Division/School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:


GARY JAY N. CALIPAYAN
Administrative Officer V/Budget Officer II

RECOMMENDING APPROVAL:


ALMA E. SUYOM
Chief Administrative Officer

APPROVED:


EVELYN R. FETALVERO, CESO IV
Regional Director

10730



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

August 1, 2022

Dr. Evelyn R. Fetalvero, CESO IV
Regional Director
This Office

Through: **Ms. Alma E. Suyom**
Chief Administrative Officer
Finance Division

Ma'am:

Greetings of Peace and Love!

The Policy, Planning, and Research Division (PPRD), through the Finance Division (FD), requests for the downloading of funds in the amount of Eighty-Eight Thousand, Four Hundred Pesos (Php88,400.00) to Schools Division Office of Samar. The said amount shall be charged to PPRD's 2022 MOOE allocation and shall be used to defray the expenses on the conduct of the Convergence of Regional and Schools Division Office Planning Units on December 1-2, 2022 in Samar.

Thank you very much.

Very truly yours,


RITA R. DIMAKILING PhD
Chief Education Supervisor of PPRD

Action taken: Approved
 Disapproved


EVELYN R. FETALVERO, CESO IV
Regional Director

PPRD-TCPJ





Republic of the Philippines
Department of Education

AR No : AR-2022-R5724-00067

DATE : Aug 5, 2022

FOR : EVELYN R. FETALVERO, CESO IV
Regional Director

FROM : RITA R. DIMAKILING
Chief, PPRD

SUBJECT : FUND FOR DOWNLOADING TO DIVISION OF SAMAR FOR THE CONDUCT OF THE
CONVERGENCE OF REGIONAL AND SCHOOLS DIVISION OFFICE PLANNING
UNITS ON DEC 1-2, 2022

NAME OF PROGRAM(S)/ PROJECT(S):

UNIT PERFORMANCE

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-22-5724-GASS-016	Convergence of Regional Office and Schools Division Office Planning Units conducted	1

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-22-5724-GASS-020	Year-End PPRD & PRS Convergence

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-22-5724-GASS-020	Year-End PPRD & PRS Convergence	88,400.00
Grand Total:		88,400.00

SOURCE OF FUNDS:

GASS - 2022

ADMINISTRATIVE ARRANGEMENTS:

ANNEXES:

1. Activity Design/Program of Activities
2. List of Participants
3. Detailed Budget Estimates
4. Certification from Clearing House, if needed in the activity
5. Accomplished Purchase Request (PR), if any
6. Legal instrument or any form of directives from person in authority
7. Portion of the approved WFP where activities are stipulated.

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.