



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

August 12, 2022

**OFFICE MEMORANDUM**

No. **455**, s. 2022

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

**DOWNLOADING OF FUNDS TO TACLOBAN CITY DIVISION IN  
SUPPORT TO THE CONDUCT OF THE EASTERN VISAYAS  
BASIC EDUCATION RESEARCH CONFERENCE**

1. In support to the conduct of the Eastern Visayas Basic Education Research Conference, this Office, through the Policy, Planning, and Research Division (PPRD) and Finance Division (FD), shall download funds to Tacloban City Division in the amount of Two Hundred Thirteen Thousand, Two Hundred Pesos (Php213,200.00) with Sub-Allotment Release Order No. RO-8-22-0626 dated August 8, 2022.
2. The said amount shall be used to defray the expenses on the conduct of the aforementioned activity on September 21-23, 2022 in Tacloban City, 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](mailto:pprd.region8@deped.gov.ph) or at telephone number (053) 300-0931.
4. Immediate dissemination of and compliance with this Memorandum are desired.

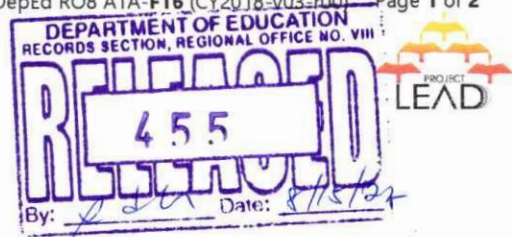
  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

PPRD-TCPJ



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

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



**CONDUCT OF THE EASTERN VISAYAS BASIC EDUCATION RESEARCH CONFERENCE**

**I. Expected Participants**

Office	Participants	Number of Participants
Regional Office (RO)	PPRD Personnel	5
	Technical Working Committee Members	4
Schools Division Offices	SEPSs-PR or Division Research Coordinators	13
	Research Presenters/Qualifiers	20
<b>TOTAL</b>		<b>42</b>

**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		Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 3	Check-out – 12:00 PM	Breakfast Morning Snack Lunch Afternoon Snack

**III. Coast Estimates**

a) Board and lodging for three days and two nights: 42 pax x 4,600 = Php193,200.00
b) Honorarium of 2 external judges/resource persons = 20,000.00

PPRD-TCPJ



## SUB-ALLOTMENT RELEASE ORDER

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA304 310100100002000 - Current Appropriations Policy and Research Program		<b>REFERENCE:</b> FY 2022 GAAAO dated 1/3/2022	<b>SUB-ALLOTMENT RELEASE ORDER NO.:</b> RO-8-22-0624
<b>FUND CODE:</b> 01101101		<b>ORGANIZATION CODE:</b> 070010300008	<b>LEGAL BASIS:</b> Republic Act No. 11639 - FY 2022 GAA
<b>PURPOSE:</b> Transfer of funds to defray expenses on the conduct of the Eastern Visayas Basic Education Research Conference.		<b>DATE:</b> 09-Aug-22	<b>FISCAL YEAR:</b> FY 2022
<b>To:</b> The Schools Division Superintendent Schools Division of Tacloban City DepEd - Region VIII 007010808013			<b>Region :</b> 8
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Training Expenses		MOOE 5020201002	213,200.00
<b>AMOUNT IN WORDS:</b> *** Two Hundred Thirteen Thousand Two Hundred Pesos Only ***			<b>Total:</b> <u>213,200.00</u>
<b>NOTE:</b> 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 III

**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 Two Hundred Thirteen Thousand, Two Hundred Pesos (Php213,200.00) to Schools Division Office of Tacloban City. The said amount shall be charged to PPRD's 2022 PRP allocation and shall be used to defray the expenses on the conduct of the Eastern Visayas Basic Education Research Conference on September 21-23, 2022 in Tacloban City.

Thank you very much.

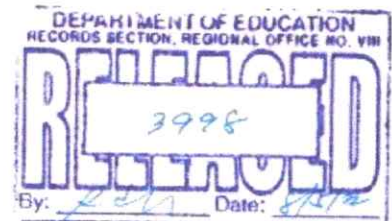
Very truly yours,

  
**RITA R. DIMAKLING 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-R5724-00068

DATE : Aug 5, 2022

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

FROM : RITA R. DIMAKILING  
*Chief, PPRD*

SUBJECT : FUND FOR DOWNLOADING TO TACLOBAN CITY DIVISION FOR THE CONDUCT  
OF THE EASTERN VISAYAS BASIC EDUCATION RESEARCH CONFERENCE  
(EVBERC) ON SEPTEMBER 21-23, 2022

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

RESEARCH MANAGEMENT

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

Output Code	Output	Physical Target
OC-22-5724-PRP-001	Eastern Visayas Basic Education Research Conference conducted	1

**ACTIVITY/IES TO BE REQUESTED:**

Activity Code	Name of Activity
AC-22-5724-PRP-001	Eastern Visayas Basic Education Research Conference

**FINANCIAL REQUIREMENTS:**

Activity Code	Name of Activity	Amount
AC-22-5724-PRP-001	Eastern Visayas Basic Education Research Conference	213,200.00
Grand Total:		213,200.00

**SOURCE OF FUNDS:**

PRP - 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.