



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

May 15, 2023

**OFFICE MEMORANDUM**

No. **284**, s. 2023

To: Schools Division Superintendent of Southern Leyte  
Chief of Policy, Planning, and Research Division  
Chief of Finance Division  
Chief of School Governance Operations Division of Southern Leyte  
All Others Concerned

**DOWNLOADING OF FUNDS TO SOUTHERN LEYTE DIVISION IN SUPPORT OF THE  
CONDUCT OF THE PLANNING AND RESEARCH CONVERGENCE  
AND STRATEGIC COORDINATION WORKSHOP**

1. In support of the conduct of the Planning and Research Convergence and Strategic Coordination Workshop, this Office, through the Policy, Planning, and Research Division (PPRD) and Finance Division (FD), shall download funds to Southern Leyte Division in the amount of Eighty-Eight Thousand and Four Hundred Pesos (P88,400.00), Sub-Allotment Release Order to be issued later through the FD.
2. The said amount shall be used to defray the expenses on the conduct of the aforementioned activity on June 20-21, 2023 in Southern Leyte, subject to the usual auditing rules and regulations.
3. As co-host of the activity, the concerned Schools Division Office shall take charge of the procurement, prepare the venue, and coordinate on the food preparation and accommodation arrangement of the participants only.
4. 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 the telephone number (053) 300-0931.
5. Immediate dissemination of and compliance with this Memorandum are desired.

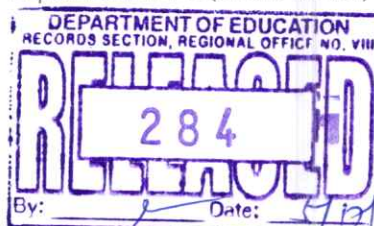
  
**EVELYN R. FETALVERO, CESO IV**  
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PPRD-MBG



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DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 3



**CONDUCT OF THE PLANNING AND RESEARCH CONVERGENCE  
AND STRATEGIC COORDINATION WORKSHOP**

**I. Expected Participants**

Office	Participants	Number of Participants
Regional Office (RO)	PPRD Personnel	6
Schools Division Offices (SDO)	SEPSs-PR or Division Research Coordinators	13
	Division Planning Officers	13
Southern Leyte Division	Additional Support Staff	2
TOTAL		34

**II. Technical and Administrative Arrangements**

Day	Room Accommodation	Meals
Day 1	Registration - 08:00 a.m. Check-in time - 02:00 p.m.	Morning Snack Lunch Afternoon Snack Dinner
Day 2	Checkout time - 12:00 noon	Breakfast Morning Snack Lunch Afternoon Snack

**III. Cost Estimates**

Board and lodging for two days and one night (2D1N): 34 pax x 2,600 = P 88,400.00

**IV. Other Requirements**

1. Strong internet in the activity venue and lodge rooms
2. Non-sharing beds for the room accommodation
3. Good sound system
4. Free-flowing coffee

PPRD-MBG