



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

July 13, 2023

**REGIONAL MEMORANDUM**

No. **731**, s. 2023

**DOWNLOADING OF FUNDS FOR THE TRAVEL EXPENSES OF THE  
DIVISION PARTICIPANTS TO MULTIGRADE PROGRAM  
ACTIVITIES AS PER SARO NO. OSEC 8-23-1891**

To: Schools Division Superintendents  
All Others Concerned

1. To expedite the processing for the reimbursement of the travel expenses of the participants during the Upskilling Teachers on Multigrade Instruction in the Last Mile Schools, this Office, through the Curriculum and Learning Management Division (CLMD) and Finance Division (FD), shall download funds amounting to **THREE HUNDRED NINETY SEVEN THOUSAND SIX HUNDRED PESOS ONLY** (Php 397,600.00) from the 2023 Program Support Funds for Multigrade Program through the Sub-ARO OSEC-8-23-1891, dated April 21, 2023 to the recipient offices based from the breakdown and corresponding purposes presented in the enclosure.
2. The Schools Division Superintendents, through the respective Chiefs of the Curriculum Implementation Division, shall facilitate the travel reimbursement of the identified participants of this activity to ascertain full utilization of the downloaded funds.
3. In case the downloaded funds are not sufficient to cover the actual expenses incurred, the Local Funds shall be utilized to augment the fund allocation subject to the usual accounting and auditing rules and regulations.
4. For inquiries and other concerns, kindly contact **Mr. Gary N. Calipayan**, Budget Officer, DepEd RO VIII, at cellphone number 09171360868.
5. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: List of Participants to the Upskilling of Teachers

References: None

To be indicated in the Perpetual Index under the following subjects:

CLMD-ACA                      MULTIGRADE                      PROGRAM                      UPSKILLING

CLMD-ACA



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Enclosure to RM No. **731** s. 2023Funds Allocation of the Participants for the Upskilling Teachers  
on Multigrade Instruction in the Last Mile Schools

Schools Division Office	No. of Participants	Fund Allocation
Baybay City	2	19,880.00
Biliran	3	29,820.00
Borongan City	3	29,820.00
Calbayog City	3	29,820.00
Catbalogan City	3	29,820.00
Eastern Samar	4	39,760.00
Leyte	4	39,760.00
Maasin City	3	29,820.00
Northern Samar	4	39,760.00
Ormoc City	2	19,880.00
Samar	5	49,700.00
Southern Leyte	4	39,760.00
<b>TOTAL</b>	<b>40 pax</b>	<b>397,600.00</b>

Prepared by:

  
 AMENIA C. ASPA PhD  
 EPS

Noted:

  
**HARVIE D. VILLAMOR EdD**  
 Chief-CLMD


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