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

December 13, 2023

REGIONAL MEMORANDUM

No. **1392** s. 2023

DOWNLOADING OF TRAVEL REIMBURSEMENTS FOR THE PARTICIPANTS WHO ATTENDED ORIENTATION ACTIVITIES ON THE NATIONAL READING PROGRAM (NRP)

To: Schools Division Superintendents
All Others Concerned

1. The Curriculum and Learning Management Division (CLMD) shall download travel reimbursements to the Schools Division Offices (SDOs) of participants who attended various orientation activities in October and November in preparation for the regional training and rollout of the **National Reading Program (NRP)**.

2. The amount of **Two Hundred Forty-Six Thousand Six Hundred Thirty-Two Pesos and Thirty-One Centavos (Php 246,632.31)** to be downloaded shall be taken from SARO No. OSEC-8-23-5634 and shall follow these details:

a. Orientation on the National Training of Trainers on the NRP (November 6-10, 2023, BP Makiling Hotel, Los Laguna)

DIVISION	PARTICIPANT	AMOUNT
Baybay City	Irene Mangle	22,038.00
Calbayog City	Rina Aboganda	11,750.00
Catbalogan City	Paulina Gabon	21,925.52
Eastern Samar	Irene Lascano	16,593.00
Leyte	Gary Mosquito	19,361.47
	Ivy Avelino	20,828.63
Maasin City	Stella Maris Baylan	21,202.03
Northern Samar	Sylvia Villanueva	10,770.00
Ormoc City	Van Gaspang	21,600.00
Samar	Rustum Geonzon	14,000.00
Southern Leyte	Edelyn Apas	19,113.00
Tacloban City	Annie Pagatpat	17,778.00
		216,959.65

b. Orientation of the Regional Management Team (RMT) on the NRP (October 23-27, 2023, Cebu Business Hotel, Cebu City)

DIVISION	PARTICIPANT	AMOUNT
Baybay City	Irene Mangle	4,548.50
Leyte	Gary Mosquito	5,680.00
	Ivy Avelino	5,680.00



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: https://region8.deped.gov.ph

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Northern Samar	Sylvia Villanueva	8,020.00
Tacloban City	Annie Pagatpat	5,744.16
		29,672.66

3. The Schools Division Offices (SDOs) shall facilitate and expedite the process of reimbursement of the participants as soon as the fund is downloaded.
4. If travel claims exceed the downloaded funds, remaining expenses may be charged against existing or available local funds of the participants, subject to the usual accounting and auditing rules.
5. Immediate dissemination of and compliance with this Memorandum are desired.

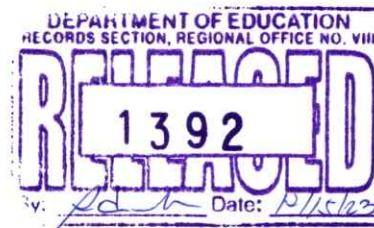

EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosures: As stated
References: As stated

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

ORIENTATION
DOWNLOADING OF FUNDS
NRP
TRAVEL REIMBURSEMENT

CLMD-DME



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Republic of the Philippines
DEPARTMENT OF EDUCATION
 Central Office

SUB-ALLOTMENT RELEASE ORDER
 Fiscal Year 2023

Handwritten notes:
 from copy
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PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA302 310100100003000 - Current Appropriations Basic Education Curriculum		REFERENCE: BMB-F-23-0018510 dated 6/16/2023	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-8-23-5634
FUND CODE: 01101101		LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA	DATE: 29-Sep-23
ORGANIZATION CODE: 070010100000			FISCAL YEAR: FY 2023
PURPOSE: To cover expenses in connection with the conduct of various activities for National Reading Program.			
To: The Regional Director Regional Office - VIII Candahug, Palo, Leyte 070010300008			Region : 8
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	662,940.00
AMOUNT IN WORDS: *** Six Hundred Sixty Two Thousand Nine Hundred Forty Pesos Only ***			Total: 662,940.00
NOTE: The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.			

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:

Signature
CHOLITA F. TIONG
 Chief Administrative Officer
 Budget Division

APPROVED:

Signature
MICHAEL WESLEY L. POA
 Undersecretary and Chief of Staff
 OIC, Office of the Undersecretary for Finance