



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

February 19, 2024

REGIONAL MEMORANDUM

No. 172 s. 2024

**DOWNLOADING OF FUNDS TO TACLOBAN CITY DIVISION IN SUPPORT OF
THE CONDUCT OF THE INDIGENOUS PEOPLES EDUCATION (IPEd)
COMPONENT OF MATATAG CURRICULUM REGIONAL
TRAINING OF TRAINERS (RTOT)**

To: Schools Division Superintendent } Tacloban City Division
All Others Concerned

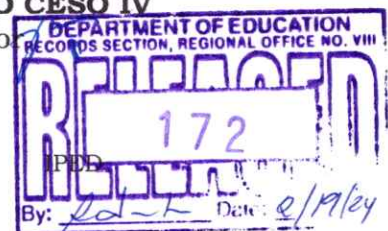
1. In line with the Department of Education's MATATAG agenda, particularly on strengthening inclusive education, and in support of the conduct of the Indigenous Peoples Education (IPEd) Component of the MATATAG Curriculum Regional Training of Trainers, this Office, through the Curriculum and Learning Management Division (CLMD), and Finance Division (FD), shall download funds to Tacloban City Division in the amount of **Two Hundred Forty Thousand Pesos (P 240, 000.00)**. The Sub-Allotment Release Order shall 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 April 17-19, 2024 in Tacloban City, subject to the usual auditing rules and regulations.
3. As co-host of the activity, the concerned School Division shall take charge of the procurement, prepare the venue, and coordinate the food preparation and accommodation arrangement of the participants.
4. The expected participants and the tentative program of activities are enclosed. For more information, Ms. Margie Sarmiento-Balredo, Regional IPEd Focal Person, may be reached at 0917-7299893.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV

Regional Director

Enclosure: As stated
Reference: NBC 592-GAA FY 2024
To be indicated in the Perpetual Index under the following subjects:
DOWNLOADING IMPLEMENTATION

CLMD-MSB



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

Enclosure of RM No. 172, s. 2024

**CONDUCT OF THE THE CONDUCT OF THE INDIGENOUS PEOPLES
EDUCATION (IPEd) COMPONENT OF MATATAG
CURRICULUM REGIONAL TRAINING OF
TRAINERS (RTOT)**

I. Expected Participants:

Regional Office	CLMD Chief Regional IPEd Focal Person	2
SDOs (Biliran, Leyte, Southern Leyte, Samar, Northern Samar, Tacloban City)	Division Focal Persons	6
	School Heads of Implementing Schools	24
	Resource Persons	3
	TWG	5
TOTAL		40

II. Technical and Administrative Arrangements

Day	Room Accommodation	Meals
Day 0	Registration - 12:00 PM Check-in time- 2:00 PM	Dinner
Day 1	With Room Accommodation	Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 2	With Room Accommodation	Breakfast Morning Snack Lunch Afternoon Snack Dinner
Day 3	With Room Accommodation	Breakfast Morning Snack Lunch Afternoon Snack

III. Cost Estimates

No. of Pax	Board and Lodging (#pax x 2,000 x 3 days)	Total
40	240,000.00	240,000.00

IV. Other Requirements

- Maximum triple sharing room accommodation
- The function room can accommodate 40 persons. It should be fully air-conditioned and flexible for group activities. It has a sound system and audio-visual equipment such as an LCD projector and whiteboard.
- Free-flowing coffee/tea at the function room
- Buffet breakfast, lunch, and dinner
- Morning and afternoon snacks
- Complimentary bottled water and toiletries every day for every guest
- Internet (Wifi) connection in the rooms and function hall