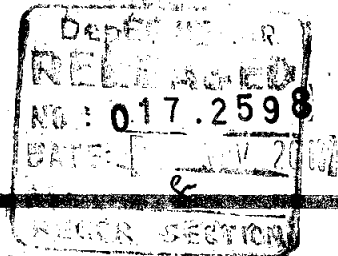


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
 Capitol Area, Dumaguete City

www.depednegor.net    negros.oriental@deped.gov.ph    SGOD Office (035) 225 - 6180



November 11, 2017

**TRAVEL ORDER**  
 NO. 993, s. 2017

**TO :** ENGR. PHILIP TUBOG  
 DIVISION ENGINEER III

**OFFICE :** SGOD - Division of Negros Oriental

**PURPOSE :** To attend the **WORKSHOP IN PREPARATION AND FINALIZATION OF THE PROGRAM OF WORKS FOR THE 2018 BEFF CLASSROOM REPAIR PROGRAM**

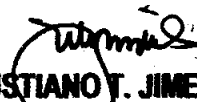
**DATE OF TRAVEL :** November 20-24, 2017

**VENUE/PLACE :** ANGELES CITY, PAMPANGA

**ALLOWED/CHARGED TO:** (Division MOOE/OSEC funds subject to the usual accounting and auditing rules and regulations)

- X** : Transportation (**Division MOOE Funds**)
- X** : Board and Lodging and other incidental expenses (**OSEC funds**)

**Note:** For details of the travel, refer to the attached communication.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-Office of the Assistant Regional Director  
 Concurrent Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES  
Department of Education  
EDUCATION FACILITIES DIVISION  
5<sup>th</sup> Floor Mabini Bldg. Dept. Complex, Marikina Avenue, Pasig City




Office of the Chief

*11/6/17*

**MEMORANDUM**

Date : November 3, 2017

To : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
DEPED REGIONAL/DIVISION ENGINEERS  
DEPED PROJECT ENGINEERS  
All Others Concerned

From :   
ANNABELLE R. PANGAN  
Chief, EFD-AS

Subject : CONDUCT OF WORKSHOP IN PREPARATION AND  
FINALIZATION OF THE PROGRAM OF WORKS FOR THE  
2018 BEFF CLASSROOM REPAIR PROGRAM

The Education Facilities Division (EFD) will conduct a Workshop in preparation and finalization of the Program of Works (POWs) for the 2018 BEFF Classroom Repair Program, including billeting Quarters for Palara 2018 to be held on November 20-24, 2017 at Angeles City, Pampanga. The final venue will be announced later.

The DepEd Engineers are advised to bring the following:

1. Data of the schools validated for repair for use in the preparation of estimates;
2. Accomplished Repair Parameter Form for every schools visited or validated;
3. Data of the schools validated for minor repair for use in the preparation of estimates to be used in the Brigada Marawi (for the engineers who were deployed in Marawi assessment);
4. Laptops and extension cords.

The above information will be beneficial in accomplishing our output during the workshop. It is likewise advised to prepare the POWs and estimates ahead of schedule for checking during the actual Workshop.

Travelling expenses of the DepEd Project Engineers shall be charged against OSEC Funds while Regional/Division Engineers shall be charged against Local Funds, subject to the usual accounting and auditing rules and regulations.



REPUBLIC OF THE PHILIPPINES  
Department of Education  
EDUCATION FACILITIES DIVISION  
5<sup>th</sup> Floor, Malinao Bldg., DepEd Complex, Marikina Avenue, Pasig City



Expenses for the venue, board and lodging of the participants shall be transferred to the DepEd Division of Angeles City, subject to the usual accounting and auditing rules and regulations.

Hereunder is the program of activities:

Date	Time	Activities	Meals
November 20	2:00 pm onwards	Check-in, Registration	Dinner
November 21-23	8:00am – 5:00pm	Opening Program, Workshop	Breakfast, am/pm snacks, lunch, dinner
November 23	4:00pm	Closing Program	dinner
November 24	8:00am	Check-out	Breakfast

For dissemination and compliance.