



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Negros Island Region  
Division of Negros Oriental

017.2514

05 NOV 2017

8

November 6, 2017

**TRAVEL ORDER**

**TO:**

**Chair:** Dr. Dan P. Alar  
**Co-Chair:** Ms. Emily Joy A. Tanio  
**Members:** Dr. Karl C. Credo

**MEETING VENUES ACCOMMODATION OF PARTICIPANTS FOR  
RFOT/NFOT & NTWG OFFICIALS**

1. Please be informed that you are directed to provide and conduct pre-evaluation/monitor for the billeting quarters for TWG and venues for the series of planning meetings and conferences of the Regional/National Technical Working Group (RFOT/NFOT TWG) on September 13-14, 2017, November 8-10, 2017, December 5-6, 2017, January 24-26, 2018 and per request schedule by the TWG in preparation of the conduct of the forthcoming Regional/National Festival of Talents on December 14-16, 2017 and February 19-23, 2018.
2. The committee shall perform the following roles & responsibilities and submit summary of reports/feedback on or before November 8, 2017:
  - a. Identifies hotels for series of meetings/conferences, billeting quarter of the RFOT/NFOT Officials, Judges and RTWG/NTWG Officials.
  - b. Coordinates with the focal person from the NTWG (Fly-In and Fly-Out of Guests, Visitors and Judges)
  - c. Prepares Plan A and Plan B for the accommodation (Advance Party and Last to move out participants)
  - d. Prepares a scheme for the distribution of the participants to the identified billeting quarters
  - e. Coordinates with the registration committee as to the number of warm bodies to be accommodated per billeting.
2. All expenses relative to the conduct of the activity including the food and travel of participants shall be charged against local funds/MOOE and other funds, subject to the usual government accounting and auditing rules and regulations.
3. For your information, guidance and compliance.

For the Schools Division Superintendent:

  
**RACHEL B. PICARDAL, Ed. D.**  
Chief Schools Governance and Operation Division

9