



SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capital Area, Dumaguete City

www.depednegor.net

negros.oriental@deped.gov.ph

SGOD Office (035) 225 - 6180

September 25, 2017

TRAVEL ORDER
NO. 737, s. 2017

0.17.212B
126 SEP 2017

TO : LELANIE T. CABRERA
MIRIAM LOU BATIANCILA
ENGR. PHILIP TUBOG
MS. JENNIFER P. PIDOS

- ASDS
- DIVISION PLANNING OFFICER
- DIVISION ENGINEER
- DIVISION ACCOUNTANT

OFFICE : Division of Negros Oriental

PURPOSE : To attend the **FINALIZATION OF THE 2018 BUDGETARY REQUIREMENTS**

DATE OF TRAVEL : SPETEMBER 28-29, 2017



VENUE/PLACE : CITI PARK HOTEL, CEBU CITY

ALLOWED/CHARGED TO: (DIVISION MOOE/REGIONAL HRTD funds, subject to the accounting and auditing rules and regulations)

: Transportation/per diem and other incidental expenses (Division MOOE funds)

: Board and Lodging (Regional local funds)

Note: Check-in is on September 27, 2017 at 2:00 P.M. while check-out is at 12:00 noon of September 29, 2017. For other details, see attached communication.


SALUSTIANO T. JIMENEZ, CESO VI
 OIC-Office of the Assistant Regional Director
 Concurrent Schools Division Superintendent
 17 9/26/17 



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
 No. **0655** s. 2017

D: 9/21/17

SEP 20 2017

FINALIZATION OF THE 2018 BUDGETARY REQUIREMENTS

TO: Schools Division/City Superintendents

1. In line with the objective of the Central Office to hasten the utilization of our yearly budget and compliance to the budgetary process, this Office will be conducting the Finalization of the 2018 Budgetary Requirements Workshop on September 28-29, 2017 at CitiPark Hotel, Cebu City.
2. The participants of this activity are as follows:

a. Regional Office

ORD and OARD	Dr. Juliet A. Jeruta – OIC-Regional Director Mr. Salustiano T. Jimenez – OIC-Assistant Regional Director
ASD	Mr. Victor V. Yntig – Chief, ASD Mr. Ramon Bujawe – Administrative Officer V Mr. Agustin Modilla – Administrative Officer I
BFD	Mr. Aniano T. Bautista, Jr – Chief, BFD Mr. Melchor Jabot – SAO Ms. Michelle Corbie Laurente – Accountant III Ms. Alberta Salo – Budget Officer III
ESSD	Dr. Luz C. Jandayan – Chief, ESSD Dr. Bema Ysulán – PDO IV Engr. Noime Guillen – Engineer III Engr. Char May Yngayo – Draftsman II
PPRD	Dr. Maria Jesusa P. Despojo – Chief, PPRD Mr. Edmund Ocado Jr – Planning Officer III Mr. Jess Martowe Libre – Planning Officer III

b. Division Office

Schools Division Superintendent (SDS); Division Planning Officer; Physical Facilities Coordinator; and Division Accountant.

3. Food and venue shall be chargeable against region local funds while transportation and incidental expenses of Division participants shall be chargeable against their division local funds subject to the usual accounting and auditing rules and regulation.
4. Participants can check-in as early as 2:00 pm of 27 September 2017 while check-out shall be 12:00 nn of 29 September 2017. First meal to be served shall be dinner while last meal to be served shall be PM Snacks.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
 Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFA 2015: Kanapatan ng Lahat, Pananagutan ng Lahat”

5. Participants to this activity shall pre-register using this link www.deped.in/fbr2018 failure to pre-register shall be deemed as waiver for the provision of hotel accommodation. Each division shall be required to bring at least 2 laptops, extension cords and portable WIFI device.
6. Details of the activity and other requirements is attached as Annex A of this Memorandum and is deemed as an integral part thereof.
7. For immediate dissemination and compliance.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
Director III
Officer-in-Charge

JAJ/MCD/ecdy
PPRD

Annex A Activity Outline

Finalization of 2018 Budgetary Requirements	
<i>Source of Funds</i>	Regional MOOE
<i>Date of Activity</i>	September 27-29, 2017
<i>Functional Division</i>	Office of the Regional Director in coordination with Policy, Planning and Research Division (PPRD) and Budget and Finance Division (BFD)
<i>PMIS WFP Status</i>	ATC c/o ORD

I. Objectives

1. Understand the Budget Process and each phase thereof.
2. Discuss other pertinent budget execution requisites of the DBM
3. Finalize the Budgetary Requirements for 2018

II. Legal Basis

This is in compliance with the Order from the Office of the Secretary to submit the FY 2018 Budgetary Requirements and DepEd Order No. 15, s. 2017 otherwise known as the "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education."

III. Matrix of Activities

Day 0 – Wednesday – September 27, 2017

Time	Activity	Locus of Control
08:00 AM to 02:00 PM	Logistical Preparation and Last Minute Preparations	PPRD Chief and Staff
02:00 PM to 05:00 PM	Check-in of Participants Final Inspection and Preparation of Site	PPRD Chief and Staff

Day 1 – Thursday – September 28, 2017

Time	Activity	Locus of Control
06:00 AM to 09:00 AM	Registration and Breakfast	PPRD Staff
09:05 AM to 09:15 AM	Preliminaries	PPRD Staff
09:15 AM to 09:25 AM	Introduction of Participants	Mr. Aniano T. Bautista Chief, BFD
09:25 AM to 09:30 AM	Objectives	Dr. Maria Jesusa Despojo Chief, PPRD
09:30 AM to 12:00 NN	RD's Time	Dr. Juliet A. Jeruta OIC-Regional Director
12:00 NN to 01:00 PM	LUNCH	PPRD Staff
01:00 PM to 01:30 PM	Discussion: DBM Budgetary Process and DBM Budget Execution Requirements	Ms. Michelle Corbie Laurente and Ms. Alberta Salo
01:30 PM to 03:30 PM	Workshop 1: Physical Facilities	Dr. Luz Jandayan and Engr. Noime Guillen
03:30 PM to 05:00 PM	Workshop 2: WFP and PMIS	Mr. Jess Marlowe Libre
06:00 PM onwards	DINNER	PPRD Staff

Day 2 – Friday – September 29, 2017

Time	Activity	Locus of Control
06:00 AM to 09:00 AM	Registration and Breakfast	PPRD Staff
09:00 AM to 09:15 AM	Preliminaries	PPRD Staff
09:15 AM to 10:30 AM	Workshop 3: PPMP and APP	Mr. Victor Yntig and Mr. Ramon Bujawe
10:30 AM to 12:00 NN	Workshop 4: DBM Requirements for Finance Personnel	Ms. Alberta Salo
12:00 NN to 01:00 PM	LUNCH	PPRD Staff
01:00 PM to 02:30 PM	Workshop 5: DBM Requirements for Planning Personnel	Mr. Edmund C. Ocado Jr
02:30 PM to 03:00 PM	NEXT STEPS	Dr. Juliet A. Jeruta OIC-Regional Director

IV. Food, Accommodation and Venue Requirements

Item	Day 0	Day 1	Day 2
Food	40 pax (Dinner Only)	80 pax (Breakfast to Dinner)	80 pax (Breakfast to PM Snacks)
Venue	N/A	1 Plenary	1 Plenary
Accommodation	40 pax	80 pax	N/A

V. Menu

Item	Day 0	Day 1	Day 2
Breakfast	N/A	Set A	Set C
AM Snacks	N/A	Asado Bun	Meat Roll
Lunch	N/A	<ul style="list-style-type: none"> • Bird's Nest • Roast Chicken w/Gravy • Braised Pork BBQ • Fish Fillet in Sweet and Sour Sauce • Leche Flan 	<ul style="list-style-type: none"> • Chicken Tinola • Pork Liempo • Roast Chicken Chinese Style • Fish Fillet in Taosi Sauce • Mango Sago
PM Snacks	N/A	Puto Maya w/Tsokolate	Turon
Dinner	<ul style="list-style-type: none"> • Chicken Tinola • Spicy Spare Ribs • Kung Pao Chicken • Chopseuy • Leche Flan 	<ul style="list-style-type: none"> • Corn Soup • Pork Steak with Brown Sauce • Battered Chicken • Stir Fry Mixed Vegetables with Oyster Sauce • Mango Sago 	•

VI. Budget

Item	Day 0	Day 1	Day 2
Food, Venue and Accommodation	40 x Php 1,200.00	80 x Php 1,200.00	80 x Php 800.00
	Php 48,000.00	Php 96,000.00	Php 64,000.00
GRAND TOTAL (EST.)		Php 208,000.00	