





Republic of the Philippines  
**Department of Education**  
CARAGA REGION

June 23, 2025

**MARIA INES C. ASUNCION**

Regional Director  
DepEd Caraga Region  
J.P. Rosales Avenue, Butuan City

Madame:

This is to request from your good office the approval on the downloading of Training Expenses of the participants in connection with the conduct of various related activities to the Special Need Education (SNED) in the amount of **Fifty-Three thousand pesos only (P 53,000.00)** under **SARO No. OSEC-13-25-03369, to wit:**

| No | Activities                                                                                                                                | Name                        | Division         | Amount   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|----------|
| 1  | Workshop on the Development of                                                                                                            | Jennifer Paynandos          | Agusan del Sur   | 7,000.00 |
| 2  | Collaborative Expertise Learning Resource Packages on Special Needs Education (SNED) Content and Pedagogy                                 | Annabel M. Tubasis          | Agusan del Norte | 7,000.00 |
| 3  | Workshop on the Validation of Collaborative Expertise Learning Resource Packages on Special Needs Education (SNED) Content and Pedagogy   | Ma Veronica Ivy Torrefranca | Agusan del Sur   | 7,000.00 |
| 4  |                                                                                                                                           | Rowena Calumpang            | Butuan City      | 7,000.00 |
| 5  | Workshop on the Finalization of Collaborative Expertise Learning Resource Packages on Special Needs Education (SNED) Content and Pedagogy | Jennifer Paynandos          | Agusan del Sur   | 7,000.00 |
| 6  | Workshop on the Development of LAC Resource Package on Disability Sensitivity and Awareness                                               | Jennifer Paynandos          | Agusan del Sur   | 6,000.00 |
| 7  | Workshop on the Validation of LAC Resource Package on Disability Sensitivity and Awareness                                                | Annabel M. Tubasis          | Agusan del Norte | 6,000.00 |

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|              |                                                                                              |                    |                |                  |
|--------------|----------------------------------------------------------------------------------------------|--------------------|----------------|------------------|
| 8            | Workshop on the Finalization of LAC Resource Package on Disability Sensitivity and Awareness | Jennifer Paynandos | Agusan del Sur | 6,000.00         |
| <b>TOTAL</b> |                                                                                              |                    |                | <b>53,000.00</b> |

Thank you.

Very truly yours,

*Elena Naquila*  
ELENA NAQUILA CAPANGPANGAN  
RO, EPS, SNED Focal Person

Noted by:

*Bernabe L. Linog*  
BERNABE L. LINO  
CLMD Chief

Funds Available:

*Elaine Navarro*  
ELAINE NAVARRO  
SAO- Finance Division

Approved:

*Maria Ines C. Asuncion*  
MARIA INES C. ASUNCION  
Regional Director

CLMD/enc  
06/23/2025