



January 24, 2019

Regional Memorandum

No. 045 series, 2019

All Schools Division Superintendents
Caraga Region



**THREE-DAY WORKSHOP ON THE COMPUTATION OF BASIC NEEDS
ON TEACHERS, CLASSROOMS AND ARMCHAIRS
FOR CY 2020**

1. Relative to the preparation of *Budget for CY 2020* and in order to come up with a very reliable data on crucial needs of basic education resources for Caraga Region, there will be a Three-Day Workshop on the computation of the same. The first two days of the workshop will be done in your respective division (In-house) on **January 29-30, 2019**. Each Division will do the computation on teacher needs, classrooms and armchairs. After the two-day in-house workshop, all Planning Officers shall print their data and have it signed by the Schools Division Superintendent for submission and validation by the PPRD, Regional Office. Only the Division Planning Officers shall proceed to the RNEAP, DepEd, Regional Office for the One-Day Validation and submission of data on **January 31, 2019**.
2. Each division shall come up with accurate and verified data on the needs for teachers, classrooms and armchairs for CY 2020 by Congressional District and shall be presented by each Division Planning Officer for further discussion. *The Division In-House Workshop* will be composed of the SDS/ASDS, SGOD Chief, Planning Officer, Engineer and Budget Officer and other personnel as needed.
3. Participants to the 3rd day (January 31, 2019) are: RO Finance Officer, PPRD Chief, Regional and Division Planning Officers, Regional Engineer, Regional Budget Officer and all PPRD Staff.
4. Please bring updated data on enrollment from kinder, elementary, Junior and Senior High Schools in public (with SUCs) and private schools in SY 2018-2019. Updated data on classrooms constructed and armchairs delivered in CY 2018 shall be brought to the Regional Office for purposes of validation.
5. For the computation of Teacher Needs, please see attached template on Forward Estimates (*to be emailed*). Enrollment data to be used is in School Year 2018-2019. For classroom needs, please utilize template during the National Schools Building Inventory.
5. First meal will be breakfast of January 31, 2019 and dinner of the same day. Certificate of Participation and Appearance will not be issued unless outputs are validated and signed by the Schools Division Superintendents.
6. For your guidance and strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
POIC – Regional Director