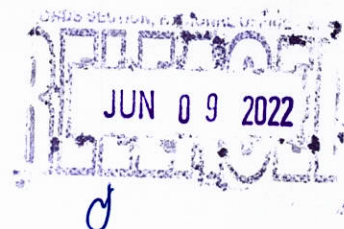




Republic of the Philippines
Department of Education
CARAGA REGION



June 8, 2022

REGIONAL MEMORANDUM

No. 0492, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

FY 2022 2nd QUARTER FULL-TIME DELIVERY UNIT (FDU) MEETING

1. This pertains to the communication from DBM Regional Director Maria Fe D. Jagna, CESO IV, dated May 17, 2022 on the conduct of FY 2022 2nd Quarter Full-Time Delivery Unit Meeting on June 29, 2022, Wednesday, 9:00am via Teleconference.

2. Below are the proposed agenda:

2.1 Presentation of the Agency's Physical Report of Operations (Target vs Accomplishment per FY 2022 GAA) and Budget Utilization Rate (BUR) as of March 31, 2022;

2.2 Awarding of Plaques and Certificates for recipient Offices and IUs for the Pasidungog 2021;

2.3 Status of Utilization of lump-sum appropriations;

2.4 Issues and Concerns in P/A/P implementation and budget utilization; and

2.5 Other Matters

For Agenda No. 2.4 above, issues and concerns should be forwarded to DBM RO XIII on or before June 24, 2022.

3. Participants of this activity are the Regional and Division FDU Teams composed of Schools Division Superintendents, Budget Officers, Accountants, Planning Officers, Personnel Officers, CID & SGOD Chiefs (7pax per DO x 12 = 84 pax plus 16 RO FDU Team) and RO FDU Team composed of RD, ARD, CAO-FD, SAO-FD, Accountant III, BO III, CAO Staff, Chiefs of PPRD, ASD, CLMD, ESSD and HRDD, PO III, HRMO III, Personnel and ICT.

4. The meeting will be via Google Meet, with meeting link meet.google.com/eyw-agzu-qjf



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2022-06-07252

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DepEdRO13-F-REC-013/R3/02-18-2020

5. Immediate dissemination and compliance of this memorandum is hereby directed.


 **MA. GEMMA MERCADO LEDESMA**
Regional Director 

Encls.: DBM letter dated May 17, 2022

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

FDU

MEETING

QUARTERLY

FD/atb
06/08/2022

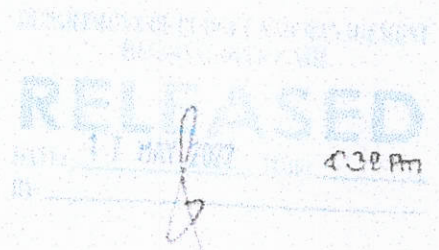


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE XIII, BUTUAN CITY

May 17, 2022

MA. GEMMA MERCADO LEDESMA

Regional Director
Department of Education
Regional Office XIII
Butuan City



Dear **Director Ledesma**:

Greetings of peace and good health!

The DEPED-DBM ROs 13 FY 2022 2nd Quarter Full-time Delivery Unit (FDU) meeting is scheduled on **June 21, 2022 (Tuesday)**.

Hereunder are the proposed agenda items:

1. Presentation of the Agency's Physical Report of Operations (Target vs. Accomplishment per FY 2022 GAA) and Budget Utilization Rate (BUR) as of March 31, 2022;
2. Awarding of Plaques and Certificates for recipient Offices and IUs for the Pasidungog 2021;
3. Status of utilization of lump-sum appropriations;
4. Issues and concerns in P/A/P implementation and budget utilization; and
5. Other matters.

For agenda item no. 4, please forward issues and concerns to DBM RO XIII by June 16, 2022 so it can be addressed and coordinated with DBM Central Office, if needed.

Your presence and that of the members of the FDU team during the meeting are enjoined.

For any concerns, kindly contact Mr. Elvin D. Chatto and/or Elisa E. Pajaro at telephone numbers 342-1227, 342-8977 or 341-5932.

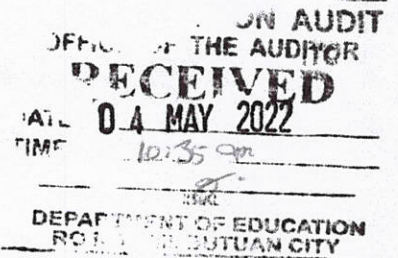
Thank you.

Very truly yours,

Reslud: June 29, 2022


MARIA FE D. JAGNA, CESO IV
Regional Director

CONTRACT FOR CATERING SERVICES



KNOW ALL MEN THESE PRESENTS:

This contract was made and entered on this 19th day of April 2022 at DepEd Regional Office XIII, J. Rosales Avenue, Butuan City, by and between:

The **DEPARTMENT OF EDUCATION, Regional Office No. XIII** with principal address at Teacher Development Center, J. Rosales Avenue, Butuan City represented by **MA. GEMMA MERCADO LEDESMA**, Regional Director, hereinafter referred to as the **FIRST PARTY**;

and

LJ MEGA CONVENTION HALL & CATERING SERVICES with principal address at Gumamela St., Butuan City represented by **MS. GIRLIE V. DY** hereinafter referred to as the **SECOND PARTY**;

WITNESSETH

WHEREAS, the Second Party is a duly licensed Catering Services engaged in the line of business for Convention Hall and Catering Services, staffed, able and well-trained personnel who can handle and render maximum services in the hall and food preparation for DepEd Region XIII activities that require catering of meals and snacks for its officials and employees and capable of providing adequate implements/equipment for the purpose of this Contract;

WHEREAS, the First Party in accordance with the Bids and Awards Resolution dated March 21, 2022, as a result of the quotation conducted, has awarded the Contract to LJ Mega Convention Hall & Catering Services on March 21, 2022, as described hereunder;

Item No.	Qty.	Unit	Unit Cost	Amount	Fund Source	Description	Date of activity
1	22	pax	445.00	9,790.00	FD-MOOE	CY 2022 Mid Year Seminar-Workshop on the Preparation and Consolidation of Reports (2) two days. *AM/PM Snacks and Lunch Day 1	July 20, 2022
2	22	pax	445.00	9,790.00	FD-MOOE	CY 2022 Mid Year Seminar-Workshop on the Preparation and Consolidation of Reports (2) two days. *AM/PM Snacks and Lunch Day 2	July 21, 2022

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3	14	pax	445.00	6,230.00	FD-MOOE	Participation in National /Seminar-Workshop on the Preparation of CY 2022 Mid Year Financial Reports (4) days *AM/PM Snacks and Lunch Day 1	July 2022
4	14	pax	445.00	6,230.00	FD-MOOE	Participation in National /Seminar-Workshop on the Preparation of CY 2022 Mid Year Financial Reports (4) days *AM/PM Snacks and Lunch Day 2	July 2022
5	14	pax	445.00	6,230.00	FD-MOOE	Participation in National /Seminar-Workshop on the Preparation of CY 2022 Mid Year Financial Reports (4) days *AM/PM Snacks and Lunch Day 3	July 2022
6	14	pax	445.00	6,230.00	FD-MOOE	Participation in National /Seminar-Workshop on the Preparation of CY 2022 Mid Year Financial Reports (4) days *AM/PM Snacks and Lunch Day 4	July 2022
7	24	pax	390.00	9,360.00	FD-MOOE	FY 2022 Quarterly Full-Time Delivery Unit Meeting 2 nd Quarter *AM/PM Snacks and Lunch Day 1	The final Schedule will be determined by DBM
8	24	pax	390.00	9,360.00		FY 2022 Quarterly Full-Time Delivery Unit Meeting 3 rd Quarter *AM/PM Snacks and Lunch Day 2	The final Schedule will be determined by DBM
9	24	pax	390.00	9,360.00		FY 2022 Quarterly Full-Time Delivery Unit Meeting 4 th Quarter *AM/PM Snacks and Lunch Day 3	The final Schedule will be determined by DBM
TOTAL				72,580.00			

Note: please refer to the attached menu for the food and snacks for each activity.

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NOW, THEREFORE, for and in consideration of the above premises, the parties hereby have mutually agreed on the following terms and conditions, to wit:

The Second Party shall:

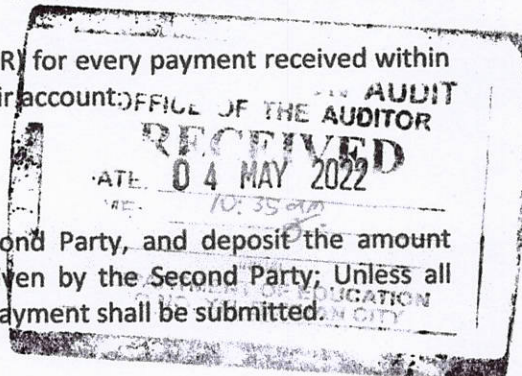
1. Deliver without delay the awarded meals and snacks in accordance with the description and menu at DepEd Regional Office on the aforementioned dates, unless advised by the end-user of the change of date due to possible conflict of schedule and or happening of accident, calamity, and other fortuitous events, in which case, the information of the changes must be communicated to the Second Party in advance;
2. Submit billing (Statement of Account) with complete attachments such as delivery receipts, Mayor's Permit, Philgeps Registration, etc. to the First Party within five (5) days from the completion of the activity for processing of payment in every activity that has been served with meals and snacks;
3. Agree that payment of the food served shall be based on every activity that is completed which means that the Second Party should not wait for the end of the terms of this Contract within which it will submit its billing;
4. Acknowledge its obligation to issue Official Receipts (OR) for every payment received within two (2) days from the deposit of the LDDAP-ADA to their account.

The First Party shall:

1. Process the payment without delay, due to the Second Party, and deposit the amount representing payment to the official bank account given by the Second Party. Unless all necessary requirements needed for the processing of payment shall be submitted.
2. Communicate with the Second Party, through the end-user, of any discrepancy in the billing/document submitted to support the claim for payment;
3. Demand Official Receipt (OR) from the Second Party and failure by the latter to issue the demanded OR shall cause the First Party to withhold the release of subsequent payment for the Second Party;
4. Inform the Second Party of any changes in the dates of the activity due to legitimate causes as mentioned in the preceding provisions by any means of communication within the reasonable period of time, to give ample time to the Second Party to market and prepare the procured meals and snacks;
5. Agree to process the claim for payment submitted by the Second Party after completion of each activity.

WHEREFORE, premises considered, parties are mutually obliged to observe in good faith the binding effect of this contract on April 20, 2022.

IN WITNESS WHEREOF, the parties hereto signed this instrument/contract this 20th day of April 20, 2022 at the Teacher Development Center, J. Rosales Avenue, Butuan City.



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DEPARTMENT OF EDUCATION
REGIONAL OFFICE NO. XIII

LJ MEGA CONVENTION HALL &
CATERING SERVICES

BY:

Gemma Mercado LeDesma
MA. GEMMA MERCADO LEDESMA
Regional Director

BY:

Girlie V. Dy
GIRLIE V. DY
Proprietor/Manager

FUNDS AVAILABLE:

Sahly Tina A. Dacut
SAHLY TINA A. DACUT
Accountant III

Fel L. Alegado
FEL L. ALEGADO
Chief Administrative Officer, Finance

SIGNED IN THE PRESENCE OF

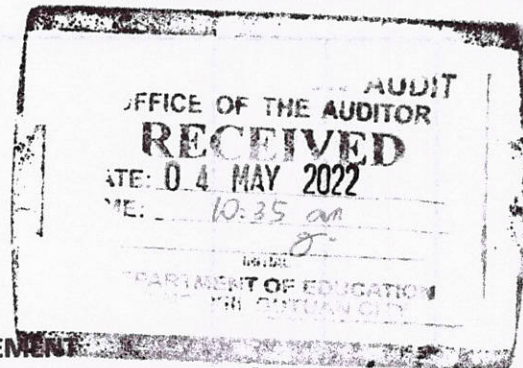
Elaine N. Navarro
ELAINE N. NAVARRO

Remedios B. Daniel
REMEDIOS B. DANIEL

Contract

X-----X

REPUBLIC OF THE PHILIPPINES)
CITY OF BUTUAN) SS
X-----X



ACKNOWLEDGEMENT

02 MAY 2022

BEFORE ME, a Notary Public in and for Butuan City, Philippines this _____ day of _____, 2022 personally appeared MA. GEMMA MERCADO LEDESMA with Community Tax Receipt No. _____ issued on _____ at _____ and GIRLIE V. DY with Community Tax Receipt No. _____ issued on _____ at _____ known to be the same persons who executed the foregoing instrument and that they acknowledged to me that the same is their free and voluntary act and deed.

A foregoing instrument is a PURCHASER-SUPPLIER CONTRACT consisting of four (4) pages exclusive of attachments, including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witnesses on the left-hand margin of each and every page thereof.

WITNESS MY HAND AND SEAL on the date and place first above-written

Doc No. *65*
Page No. *11*
Book No. *18*
Series *2022*

Rolando Gualbert C. Salize
ATTY. ROLANDO GUALBERT C. SALIZE
NOTARY PUBLIC
Until December 31, 2020
Roll No. 48977
IBP No. 052778, 1/3/2020
PTR No. 1891662; 1/3/2020
TIN 906-310-719
Notarial Seal No. 153-02-2019
MCLE Compliance V-0019414 valid until April 14, 2022
RGCS Bldg., Narra Rd. cor. Molave St., B.C.