



Republic of the Philippines
Department of Education
CARAGA REGION

September 26, 2024

MARIA INES C. ASUNCION

Regional Director
Department of Education
Caraga Region
J. Rosales St., Butuan City

Madam:

We would like to respectfully request authority from your good office to transfer funds to the host divisions in connection with the conduct of the Training Workshop on the School MOOE Web-Based Monitoring System on October 28-31, 2024.

Expenses incurred during this activity will be charged against the FY 2023 Continuing Funds and FY 2024 Additional MOOE Funds, in compliance with the usual accounting and auditing rules and regulations.

Below is the detailed budget breakdown for the workshop expenses:

Cluster	No. of Pax	EXPENSES				TOTAL	Source of Funds/Host Division
		Meals/Snacks/Venue	TEV of Resource Person	Contingency	Honorarium		
Cluster 1 (SDS, Tandag, RO)	184	184,000.00	2,500.00	5,000.00	11,000.00	202,500.00	FY 2023 Cont. Fund/Surigao de Sur Division
Cluster 2 (ADS, BAY, RO)	201	201,000.00	2,500.00	5,000.00	11,000.00	219,500.00	FY 2023 Cont. Fund/Agusan de Sur Division
Cluster 3 (DIN, SIA, SC, SDN, RO)	192	192,000.00	2,500.00	5,000.00	11,000.00	210,500.00	FY 2024 Add'l. MOOE/Surigao de Norte Division
Cluster 4 (ADN, BIS, BUT, CAB, RO)	181	181,000.00	2,500.00	5,000.00	11,000.00	199,500.00	FY 2024 Add'l. MOOE/Agusan de Norte Division
Total	758	758,000.00	10,000.00	20,000.00	44,000.00	832,000.00	

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Your positive response to this request is highly appreciated.

Sincerely yours,


ELAINE N. NAVARRO
Supervising Administrative Officer

Approved:


MARIA INES C. ASUNCION
Regional Director

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09/27/2024



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