





Republic of the Philippines
Department of Education
CARAGA REGION

August 15, 2025

MARIA INES C. ASUNCION

Regional Director

This Region:

Madam:

This is to respectfully request authority from your office to download funds from **OSEC-13-25-03898** to cover for the transportation and incidental expenses of the following librarian-participants from the Schools Division Offices (SDOs) during the **Transforming School Libraries, Enhancing Access, Inclusion and Learning Support** held at the Baguio Teachers camp, Baguio City on August 04 – 08, 2025.

Please refer to the attached memo for the list of teacher-participants.

Name	Division/Station	Total
1. Junel M. Anino	SDO – Agusan del Norte	₱15,000.00
2. Rosejane R. Tejano	SDO – Bayugan City	₱15,000.00
3. Grace G. Seno	SDO – Butuan City/ Agusan National High School	₱15,000.00
4. Goldie M. Briones	SDO – Dinagat Islands/ Dinagat School of Fisheries	₱15,000.00
5. Lelaine G. Occena	SDO – Surigao del Norte/ Surigao del Norte	₱15,000.00
Total		₱75,000.00

Very truly yours,

ELMER AUGUSTUS F. CONDE
Education Program Specialist II
HRDD - NEAP

Fund Available:

ELAINE N. NAVARRO
Chief, Finance Division

Recommending Approval:

FLORDELISA R. DALIN, EdD
Chief, HRDD

APPROVED:

MARIA INES C. ASUNCION
Regional Director



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