



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE - CARAGA
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REGIONAL MEMORANDUM
FTAD – 2025 – 0398

To: Schools Division Superintendents)Division of Surigao City
All Others Concerned)Division of Surigao del Norte

**OCULAR VISIT AND PROVISION OF TECHNICAL ASSISTANCE TO THE SELECT
RECIPIENT SCHOOLS OF SPECIAL HARDSHIP ALLOWANCE**

1. There will be an ocular visit and provision of technical assistance to the select recipient schools of Special Hardship Allowance (SHA) in the Division of Surigao del Norte on April 29, 2025 in the Division of Surigao City and April 30, 2025 in the Division of Surigao del Norte.
2. The activity aims to:
 - a. gather feedback on the implementation of School-Based Management (SBM) and School Governance Council (SGC), and
 - b. provide technical assistance in the crafting of the School Improvement Plan (SIP) SY 2025-2028.
3. The Schools Division Office (SDO), through the Division SBM Coordinators, shall select from among the SHA-recipient schools at most three schools to be visited considering the geographical location and accessibility.
4. Travelling expenses and per diem of the Regional Office personnel shall be charged to the downloaded funds under OSEC-13-24-4829 and local funds subject to the usual accounting and auditing rules and regulations.
5. For clarification and questions, please contact Alejandro P. Macadatar, Chief, FTAD, through 09066994033 (TM) or ftad_caraga@deped.gov.ph.
6. Widest dissemination of this memorandum is desired.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
MEETING VISIT

FTAD/apm
04/21/2025



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