



February 6, 2020



REGIONAL MEMORANDUM

No. 091, s. 2020

SUBJECT: SUBMISSION OF PLANE TICKET BOOKINGS ATTENDING SUSPENDED DEPED SEMINARS/ACTIVITIES PURSUANT TO DEPED ORDER NO. 15, S. 2020 FOR THE MONTH OF FEBRUARY 2020

TO: Assistant Regional Director
Chiefs, Regional Office
Schools Division Superintendents
Assistant Schools Division Superintendents
All concerned
This Region

1. The Department of Education have several national activities aligned for the month of February 2020, unfortunately, a Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) which originated from Wuhan, China posed a serious and urgent health concern to our DepEd Officials and learners.
2. In response, the Department issued DepEd Order No. 15, s. 2020 to contain and neutralize the spread of the said virus that resulted to total cancellation and suspension of DepEd initiated National Activities and Seminars.
3. Accordingly, the Office of the Undersecretary for Legal Affairs issued an Unnumbered Memorandum in relation to their on-going negotiations with the airline companies. In view hereof, this Regional Office is initiating the consolidation of plane tickets booked by participants on the cancelled DepEd National Activities for the month of February 2020 for submission to DepEd Central Office.
4. SDO's and Regional personnel are directed to collect and consolidate data from affected personnel of the cancellation and submit a soft copy of the consolidated report through email at leojbeceril@gmail.com together with a clear scanned copy of the following on or before February 14, 2020, to wit:
I. Plane Tickets and Official Receipts
II. Travel Authority
III. Call Up/Memorandum
5. Reports submitted beyond the deadline period shall no longer be accepted. Attached is a copy of the official template.
6. For information and immediate compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer In-Charge
Office of the Regional Director

ASD/jbr
2/6/2020



2020-02-13

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938



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Consolidated Report of Plane Bookings for Refund

Region: Caraga

	Name of Passenger appearing on the plane ticket	Indicate if: (Student, Teacher, DepEd personnel, parent, judge, others)	National Activity to be attended	Airline	Booking Reference No.	Route and Date of travel	Indicate (Refund or Rebook)	Total No. of persons needing special arrangement per activity (NSPC, NFOT or NSTF)	I consent to the collection of the information requested for rebooking/refund of my plane tickets (signature)
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20									

asd/jbr

02/06/2020



2020-02-2013