



September 2, 2019

REGIONAL MEMORANDUM

No. 483, s. 2019

**ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 456
RE: STAKEHOLDERS ENGAGEMENT CAPABILITY BUILDING**

**TO: Schools Division Superintendents
Asst. Schools Division Superintendents
Division SBM Coordinators
This Region**

1. Participants as stipulated in Paragraph 2 of Regional Memorandum No. 456 s. 2019 re: Stakeholders Engagement Capacity Building is hereby corrected to Chief or EPS in SGOD and Division SBM Coordinators. In case the SGOD EPS is also the Division SBM Coordinator, it is hereby recommended to send the SEPS in M&E.
2. Travelling expenses and per diem of the school heads are chargeable against downloaded funds from Central Office to be transferred to the Division Offices while those coming from the Division Offices shall be taken from their **local funds**.
3. To expedite downloading of refund for travelling expenses and per diem, Division SBM Coordinators are required to submit cost estimate to the training secretariat on Day 1.
4. School heads are required to bring their latest E-SIP, School Report Card, and other source of data for workshop use.
5. The Division SBM Coordinator is also enjoined to fill-up the attached Annex 1 and email the same to ftad_caraga.deped.gov.ph attention Ms. Soundy Buico on or before September 10, 2019.
6. For appropriate action.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

FTAD/apm
9/2/2019

DCC No.

DepEdRO13-F-REC-013/R1/5-28-2019



2019-09-12823



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



Annex 1 List of Participants during the Stakeholders Engagement Capacity Building

Division of _____

No.	Name			Contact Number	Gender	Position	Check in Date	Check out Date	Estimated Cost of Travelling Expenses and Per Diem
	Family Name	Given Name	MI						
1									
2									
3									
4									
5									
6									
7									
8									

Cost estimate of travelling expenses and per diem for school head-participants: P _____

Prepared by:

Approved by:

Division SBM Coordinator

Schools Division Superintendent

FTAD/apm
9/2/2019

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