

# 12042



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Caraga Region XIII  
Butuan City



October 1, 2018

REGIONAL MEMORANDUM

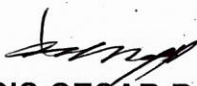
No. 548 s. 2018

To: All Schools Division Superintendents  
This Region



**PARTICIPATION TO THE PREWORK CONFERENCE FOR THE TRAINERS  
AND FACILITATORS OF THE RTOT-CGP AND TATP MASS  
TRAINING OF TEACHER ADVISERS**

1. The Bureau of Learners Support Services Division-Youth Formation Division of the Central Office provides for the support funds (OSEC 13-18-8745) for the conduct of the Regional Career Guidance Advocacy Programs.
2. In this connection, a Pre-work Conference of the Program Management Team, the identified trainers and facilitators of the 3 parallel sessions on Career Guidance Advocates training in Surigao City **on October 22, 2018 at Surigao City.**
3. This activity aims to prepare the necessary logistics and slide decks for the said training.
4. The identified personnel (please refer to the attachment) are requested to be at the venue in Surigao City before 9 in the morning. Meals and accommodation will be made available for the participants on October 22, 2018.
5. Travelling expenses of the identified personnel shall be chargeable against OSEC Funds # 13-18-10216 (Support Funds for the Implementation of CGP 10,11 &12).
6. Immediate dissemination of this memorandum to all concerned is highly desired.

  
✓ FRANCIS CESAR B. BRINGAS, CESO V  
OIC- Regional Director 

2018-10-12557

**LIST OF TRAINERS/FACILITATORS/ PROGRAM MANAGEMENT TEAM**  
**CGP-Regional Training of Trainers and TATP - Mass Training of Teacher Advisers**  
**October 22-26, 2018**

| No | Name                 | POSITION                                                  | DIVISION                | ROLE                          |
|----|----------------------|-----------------------------------------------------------|-------------------------|-------------------------------|
| 1  | Jenevie C. Dominise  | Secondary School Teacher                                  | Cabadbaran SDO          | Facilitator/ RS               |
| 2  | Dave Pasquito        | Teacher I                                                 | Agusan del Sur-SDO      | Trainer/Facilitator           |
| 3  | Virgiline Linconada  | PDO-I/Youth Formation Coordinator                         | Cabadbaran-SDO          | Facilitator/ RS               |
| 4  | Lowela B. Espanto    | PDO-I/Youth Formation Coordinator                         | Siargao Islands – SDO   | Facilitator/ RS Guidance      |
| 5  | Generuth M. Bagaforo | RGC                                                       | Butuan – SDO            | Trainer/Facilitator           |
| 6  | Glenda R. Dadap      | PDO-I/Youth Formation Coordinator                         | Siargao – SDO           | Facilitator/ RS               |
| 7  | Jessa Dello          | PDO-I/Youth Formation Coordinator                         | Bislig – SDO            | Facilitator/ RS               |
| 8  | Corazon F. Andrales  | Education Program Supervisor in edukasyon sa Pagpapakatao | Bayugan – SDO           | Trainer/Facilitator           |
| 9  | Dr. Emelinda L. Raza | Education Program Supervisor in edukasyon sa Pagpapakatao | Dinagat Islands – SDO   | Trainer/ Facilitator          |
| 10 | Beatriz Torio        | School Head                                               | Surigao del Sur – SDO   | Facilitator/ RS               |
| 11 | Loverrose Antigua    | PDO-I/Youth Formation Coordinator                         | Agusan del Norte – SDO  | Facilitator/ RS               |
| 12 | Dr. Rowena L. Salas  | RGC, RPM, RPSY                                            | Suirgao City – SDO      | Trainer/Facilitator           |
| 13 | Farrah C. Coniate    | PDO-I/Youth Formation Coordinator                         | Surigao City – SDO      | Trainer/Facilitator           |
| 14 | Dr. Lorna E. Borja   | Education Program Specialist in Education sa Pagpapakatao | Surigao del Norte – SDO | Facilitator/ RS               |
| 15 | Jerson Suacillo      | PDO-I/Youth Formation Coordinator                         | Surigao del Norte – SDO | Facilitator/ RS               |
| 16 | Nezza May Cotiangco  | Teacher – I                                               | Surigao del Sur         | Facilitator/ Resource Speaker |
| 17 | Danilo E. Racho      | Secondary School                                          | Dinagat Islands - SDO   | Trainer/Facilitator           |

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**October 22-26, 2018**

|    |                      |                                       |                         |                          |
|----|----------------------|---------------------------------------|-------------------------|--------------------------|
| 18 | Mary Grace M. Mante  | Career Guidance Advocate              | Surigao City – SDO      | Class 1/ Facilitator/ RS |
| 19 | Sheelah Arcamo       | Career Guidance Advocate              | Surigao City – SDO      | Class 1/ Facilitator/ RS |
| 20 | Grace Rojo           | Career Guidance Advocate              | Surigao City – SDO      | Class 1/ Facilitator/ RS |
| 21 | Gilda Mae Rabadon    | Career Guidance Advocate              | Agusan del Sur – SDO    | Class 2/ Facilitator/ RS |
| 22 | Mery Ann Hinautan    | Career Guidance Advocate              | Surigao City – SDO      | Class 2/ Facilitator/ RS |
| 23 | Marvin Sierga        | Teacher 1                             | Agusan del Norte – SDO  | Class 2/ Facilitator/ RS |
| 24 | Alma Ponio           | PSDS                                  | Surigao del Norte – SDO | Class 3/ Facilitator/ RS |
| 25 | Sheila Paluca        | PDO 1                                 | Butuan – SDO            | Class 3/ Facilitator/ RS |
| 26 | Roslyn D. Manisan    | Teacher - II, SSG Adivser             | Agusan del Norte        | Trainer / Facilitator    |
| 27 | Glee Cris Urbiztondo | PDO - I, Youth Formation Coordinator  | Surigao del Sur         | Trainer / Facilitator    |
| 28 | Evangeline Razon     | PDO - I, Youth Formation Coordinator  | Butuan City             | Trainer / Facilitator    |
| 29 | Nieva Lucille Diaz   | PDO - I, Youth Formation Coordinator  | Dinagat Islands         | Trainer / Facilitator    |
| 30 | Karen Dador          | PDO - I, Youth Formation Coordinator  | Dinagat Islands         | Trainer / Facilitator    |
| 31 | Von Jason Casa       | PDO - I, Youth Formation Coordinator  | Surigao del Sur         | Trainer / Facilitator    |
| 32 | Joemico Nuñez        | PDO - I, Youth Formation Coordinator  | Bislig City             | Trainer / Facilitator    |
| 33 | Carmelita Tevez      | EPS - II, Youth Formation Coordinator | Tandag City             | Trainer / Facilitator    |
| 34 | Antonio Hinayon      | Teacher - III, SSG Adviser            | Surigao del Sur         | Trainer / Facilitator    |
| 35 | Gladys Enso          | PDO - I, Youth Formation Coordinator  | Agusan del Sur          | Trainer / Facilitator    |
| 36 | Irish Marie Gocela   | Teacher - II, SSG Adviser             | Siargao Island          | Trainer / Facilitator    |
| 37 | Regan Digal          | Teacher - II, SSG Adviser             | Siargao Island          | Trainer / Facilitator    |

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**October 22-26, 2018**

|    |                                |                                            |                   |                              |
|----|--------------------------------|--------------------------------------------|-------------------|------------------------------|
| 38 | Jojo Patosa                    | Teacher - III,<br>SSG Adviser              | Surigao del Norte | Facilitator/ RS              |
| 39 | Benjie Jacob                   | Master<br>Teacher - I,<br>SSG Adviser      | Butuan City       | Trainer / Facilitator        |
| 40 | Thebert Cebrian                | Teacher - II,<br>SPG Adviser               | Cabadbaran City   | Trainer / Facilitator        |
| 41 | Maricel Pamplina               | Teacher - III,<br>SSG Adviser              | Surigao del Norte | Facilitator/ RS              |
| 42 | Josephine Bueno                | PDO - I, Youth<br>Formation<br>Coordinator | Surigao City      | Trainer / Facilitator        |
| 43 | Joanna Bughao                  | PDO - I, Youth<br>Formation<br>Coordinator | Baguayan City     | Trainer / Facilitator        |
| 44 | Ma. Teresa Ajos                | SEPS - Career<br>Guidance<br>Advocate      | Tandag City       | Trainer / Facilitator        |
| 45 | Mark Aldhonn Nangcas           | Teacher - II,<br>SSG Adviser               | Agusan del Norte  | Trainer / Facilitator        |
| 46 | Josiemer N.<br>Banaybanay, RGC | Guidance<br>Counsellor                     | Siargao Division  | Facilitator/Resource Speaker |
| 47 | Joesie M. Magsalay             | Nurse – II                                 | RO                | Program Management Team      |
| 48 | Roderick Mindajao              | Draftsman II                               | RO                | Program Management Team      |
| 49 | Cherry Hope T. Botona          | Adimn. Asst. 1                             | RO                | Program Management Team      |
| 50 | Adrilene Mae J.<br>Castaños    | PDO IV                                     | RO                | Program Manager              |



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Meralco Avenue cor. St. Paul St., Pasig City  
Philippines 1600

BUDGET DIVISION  
FINANCE SERVICE



SUB-ALLOTMENT RELEASE ORDER

|                                                                                                                                                                                   |                                  |                                                                 |                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|
| <b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b><br><br>310500100001000 - Current Appropriations<br><br>Human resource development for personnel in schools and learning centers  |                                  | <b>REFERENCE:</b><br><br>FY 2018 GAA dated 12/29/17             | <b>SUB-ALLOTMENT RELEASE ORDER NO.</b><br><br>OSEC-13-18-10818 |
|                                                                                                                                                                                   |                                  | <b>LEGAL BASIS:</b><br><br>Republic Act No. 10964 - FY 2018 GAA | <b>DATE:</b><br><br>28-Aug-18                                  |
| <b>FUND CODE:</b><br><br>1101101                                                                                                                                                  | <b>AGENCY CODE:</b><br><br>A0699 | <b>FISCAL YEAR:</b><br><br>FY 2018                              |                                                                |
| <b>PURPOSE:</b><br><br>To download funds for Training Expenses in connection with the conduct of the Career Guidance for Teacher Training Program, Training of Peer Facilitators. |                                  |                                                                 |                                                                |
| <b>To:</b> The Regional Director<br>DepED - CARAGA<br>Butuan City                                                                                                                 |                                  |                                                                 | <b>Region :</b> 13                                             |
| <b>PARTICULARS</b>                                                                                                                                                                |                                  | <b>ALLOTMENT CLASS/<br/>ACCOUNT CODE</b>                        | <b>AMOUNT AUTHORIZED</b>                                       |
| Training Expenses                                                                                                                                                                 |                                  | MOOE 5020201002                                                 | 55,000.00                                                      |
| <b>AMOUNT IN WORDS:</b> *** Fifty Five Thousand Pesos Only ***                                                                                                                    |                                  |                                                                 | <b>Total:</b> <u>55,000.00</u>                                 |
| <b>NOTE:</b> The allotment herein sub-allotted is valid for obligation until December 31, 2018.                                                                                   |                                  |                                                                 |                                                                |

The above sub-allotments have been made available for expenditures of the Region/Division/School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing

CERTIFIED CORRECT:

SELWYN C. BRIONES  
Supervising Administrative Officer  
OIC, Budget Division

RECOMMENDING APPROVAL:

RAMON FIEL G. ABCEDE  
Director IV  
OIC, Office of the ASec. For Finance - BPM and  
Procurement

APPROVED:

ANNALYN M. SEVILLA  
Undersecretary  
Office of the Usec. for Finance - BPM

## Budget Estimate

### Activity 9: Training of Peer Facilitator

Date : September 17-20, 2018

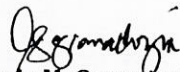
Venue : Within IVA

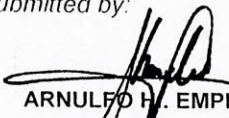
| ITEM                                    | No. of Participants | Days | Amount    | Total               | Mode of Payment  |                  |                     |
|-----------------------------------------|---------------------|------|-----------|---------------------|------------------|------------------|---------------------|
|                                         |                     |      |           |                     | Direct Payment   | Cash Advance     | Downloading         |
| <b>Board and Lodging</b>                |                     |      |           |                     |                  |                  |                     |
| -95 pax X P2,000 @ 4 days               | 98                  | 4    | 2,000.00  | 784,000.00          |                  |                  | 784,000.00          |
| <b>Travel Expenses</b>                  |                     |      |           |                     |                  |                  |                     |
| - Non-DepEd (Resource Person)           | 2                   |      | 2,500.00  | 5,000.00            |                  | 5,000.00         |                     |
| - DepEd Regional Participants           |                     |      |           |                     |                  |                  |                     |
| Region 1                                | 5                   |      | 3,000.00  | 15,000.00           |                  |                  | 15,000.00           |
| Region 2                                | 2                   |      | 6,000.00  | 12,000.00           |                  |                  | 12,000.00           |
| Region 3                                | 8                   |      | 2,500.00  | 20,000.00           |                  |                  | 20,000.00           |
| Region 4 Calabarzon                     | 8                   |      | 2,500.00  | 20,000.00           |                  |                  | 20,000.00           |
| Region 4 MIMAROPA                       | 3                   |      | 7,000.00  | 21,000.00           |                  |                  | 21,000.00           |
| Region 5                                | 5                   |      | 7,000.00  | 35,000.00           |                  |                  | 35,000.00           |
| Region 6                                | 7                   |      | 10,500.00 | 73,500.00           |                  |                  | 73,500.00           |
| Region 7                                | 8                   |      | 10,500.00 | 84,000.00           |                  |                  | 84,000.00           |
| Region 8                                | 7                   |      | 10,500.00 | 73,500.00           |                  |                  | 73,500.00           |
| Region 9                                | 3                   |      | 11,000.00 | 33,000.00           |                  |                  | 33,000.00           |
| Region 10                               | 5                   |      | 11,000.00 | 55,000.00           |                  |                  | 55,000.00           |
| Region 11                               | 4                   |      | 11,000.00 | 44,000.00           |                  |                  | 44,000.00           |
| Region 12                               | 3                   |      | 11,000.00 | 33,000.00           |                  |                  | 33,000.00           |
| CAR                                     | 2                   |      | 3,200.00  | 6,400.00            |                  |                  | 6,400.00            |
| Caraga                                  | 5                   |      | 11,000.00 | 55,000.00           |                  |                  | 55,000.00           |
| NCR                                     | 7                   |      | 1,680.00  | 11,760.00           |                  |                  | 11,760.00           |
| ARMM                                    | 2                   |      | 11,000.00 | 22,000.00           |                  |                  | 22,000.00           |
| - Central Office pax                    | 8                   |      | 2,500.00  | 20,000.00           | 20,000.00        |                  |                     |
| <b>Supplies</b>                         |                     |      |           |                     |                  |                  |                     |
| - 95 pax @P200 each                     | 98                  |      | 200.00    | 19,600.00           |                  | 19,600.00        |                     |
| <b>Contingency</b>                      |                     |      |           | 8,080.00            |                  | 8,080.00         |                     |
| <b>Professional Services/Honorarium</b> |                     |      |           |                     |                  |                  |                     |
| - Resource Speaker                      | 2                   |      | 10,000.00 | 20,000.00           | 20,000.00        |                  |                     |
|                                         | <b>TOTAL</b>        |      |           | <b>1,470,840.00</b> | <b>40,000.00</b> | <b>32,680.00</b> | <b>1,398,160.00</b> |

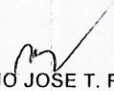
Prepared by:

Submitted by:

Approved by:

  
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Project Development Officer III

  
ARNULFO H. EMPLEO  
OIC-Chief  
Youth Formation Division

  
RIZALINO JOSE T. ROSALES  
Director IV  
Bureau of Learner Support Services