



Republic of the Philippines
Department of Education
CARAGA REGION



MAR 12 2025

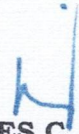
REGIONAL MEMORANDUM

No. 0267, s. 2025

To: Schools Division Superintendents
School Governance and Operations Division Chiefs
Division Engineers and Architects
All Others Concerned

FIRST QUARTER COORDINATION MEETING: REVIEW AND PLANNING
FOR BEFF IMPLEMENTATION

1. The Department of Education Caraga Region XIII, through Education Support Services Division (ESSD), will conduct a **First Quarter Coordination Meeting: Review and Planning for BEFF Implementation** on March 20, 2025, at Regional Office NEAP Gold Hall.
2. The agenda of the coordination meeting is as follows:
 - a. Review of Basic Education Facilities Programs
 - b. FY 2023 and Beyond: Funds Utilization Update
 - c. Workshop: Project Status and Planned Activities for Unutilized Funds
 - d. Reporting of Project Status Report per Division
 - e. Project Implementation Status Report and Planned Activities for Unutilized Funds
 - f. Discussion: Program Implementation Issues and Concerns
3. Travel dates are March 19 and 21, 2025 . Accommodation is not included; however, breakfast, lunch, morning and afternoon snacks will be provided.
4. The list of participants is provided in Annex A, and the program of activities is detailed in Annex B.
5. Travel, accommodation, and other incidental expenses of participants shall be charged to local funds and other expenses, subject to standard accounting and auditing regulations.
6. Immediate dissemination of this memorandum is desired.


MARIA INES C. ASUNCION
Regional Director

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Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MEETINGS

ESSD/mss
03/10/2025



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Enclosure No.1 to Regional Memorandum No. 0267 , s. 2025

Annex A

	NAME	POSITION
1.	MARIA INES C. ASUNCION	Regional Director
2.	ENGR. NEHRU RAINIER SARMIENTO	Area Manager
3.	ROMMEL BALICANOT	Technical Assistant
4.	DR. EDMUND D. MENDOZA	ESSD Chief
5.	DR. JUMER C. CARLON	Medical Officer
6.	DR. ADRIELINE J. CASTANOS	PDO IV
7.	DR. ANNALIZA LERIO	Dentist III
8.	ENGR. SHERWIN VIAJAR	Engineer III
9.	ENGR. RICHARD BUQUE	Senior Technical Assistant IV
10.	ENGR. MARIEL SOSMENA	Senior Technical Assistant III
11.	ENGR. PATRICK MANUEL	Senior Technical Assistant IV
12.	RODERICK MINDAJAO	Draftsman
13.	DANILO CASANOVA	Technical Assistant JO
14.	JUDITH GATAB	ADAS III
15.	JIMLYM R. LIGTAS	Job Order
16.	RENA GRACE TUL ID	ND II
17.	CHERRY HOPE BOTONA	ADAS III
18.	LEAH ELLEN V. YAOYAO	Technical Assistant
19.	JENNYFRIEL JUMAMIL	Technical Assistant
20.	SHIELA ABENIDO	Technical Assistant
21.	CHARLESTONE OTAZA	Technical Assistant
22.	LEE ANNE ALICAYA	Technical Assistant
23.	ENGR. SHELEMAIAH GATA	Division Engineer
24.	ENGR. IRWIN TORREGOSA	Senior Technical Assistant IV
25.	ARCH. JHONFORT LUMANCAS	Senior Technical Assistant IV
26.	ENGR. NICHEAL MADRIA	Division Engineer
27.	ENGR. JEFF MONTEJO	Division Engineer
28.	ENGR. MARK DIODY PARCON	Senior Technical Assistant IV
28.	ENGR. ZOJET PETILLO	Division Engineer
29.	ARCH. RICKY MAGNAYE	Division Engineer
30.	ENGR. JHUNREY PALUCA	Senior Technical Assistant IV
31.	ENGR. ALVIN FERNANDEZ	Senior Technical Assistant IV
32.	ENGR. VON EUGENE CLEOFE	Division Engineer
33.	ENGR. GENEFER BESARIO	Senior Technical Assistant IV
34.	ENGR. DAVE PAYMALAN	Division Engineer

35	ENGR. ROLDAN ZARTIGA	Senior Technical Assistant IV
36	ENGR. NIEL ESPENIDO	Division Engineer
37	ENGR. ALVIN MARION ORBOC	PF Coordinator
38	ENGR. AL PETER CANEDA	Division Engineer

Group of Participants

	Number of Pax	Total
SGOD Chiefs	12	12
DepEd Drivers	6	6
Secretariat	2	2
	Total	20



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Enclosure No. 2 to Regional Memorandum No. 0267, s. 2025

Annex B

Time	Activity	Responsible Persons/RP
Day 0 March 19, 2025		
8:00 AM -5:00 PM	Travel Time	DepEd Central Engineers DepEd Caraga Engineers
Day 1 March 20, 2024		
6:00 AM-8:30 AM	Arrival	DepEd Caraga Regional Engineers
8:00 AM-9:30 AM	Opening Program	
	National Anthem Prayer	AVP
	Welcome Message Acknowledgment of Participants	Edmund D. Mendoza, Ph.D.
	Message	Maria Ines C. Asuncion Regional Director
9:30 AM- 10:00 AM	Updates on Basic Education Facilities Programs for Caraga	Engr. Nehru Sarmiento Caraga Area Manager
10:00 AM -10:30 AM	Discussion on DepEd Order No. 018, s. 2023 Revised Multi-Year Guidelines on the Allocation, Receipt, Utilization, Monitoring, and Reporting of the Basic Education Facilities Funds (BEFF)	Edmund D. Mendoza, Ph.D.
10:30 – 11:00 AM	BEFF Utilization of Funds FY 2024 and FY 2025	Elaine Navarro OIC-Chief FD
11:00 – 12:00 Noon	Reporting of Status of Project Implementation Planned Activities/ Projects:	DepEd SDO Engineers SGOD Chiefs

	- Update the Masterplan on the formulation of classrooms based on DepEd-DPWH JMC No. 1, s. 2024 - Updates on ongoing and completed BEFF funded infrastructure projects - Updates on Fund Utilization FY 2024 and FY 2025	
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 4:00 PM	Continuation of the report	DepEd Engineers
4:00 PM- 4:45 PM	Discussion on Issues and Concerns on the Program Implementation	DepEd Central Engineers DepEd Caraga Regional Engineers SGOD Chief
4:45 PM – 5:00 PM	Closing Remark	Engr. Sherwin P. Viajar
Day 2 March 21, 2025		
8:00 AM -5:00 PM	Travel Time	DepEd Central Engineers DepEd Caraga Engineers SGOD Chiefs

- The report on Update the Masterplan on the formulation of classrooms based on DepEd-DPWH JMC No. 1, s. 2024 shall answer the following questions:
Guide Questions:
 - What specific steps did the SDO take to update its Masterplan?
 - Have consultations been conducted with stakeholders to align the Masterplan with current needs?
 - What are the key changes or improvements introduced in the updated Masterplan?
- The reporting template for Updates on ongoing and completed BEFF funded infrastructure projects shall include:
 - Project Name
 - Contractor
 - Project Cost
 - Start Date
 - Expiry Date



6. Actual Accomplishment
7. Remarks
8. MOVs



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