



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1071**, s. 2024

To: Schools Division Superintendents
Division Engineers and Architects
Division Accountants and Budget Officers
All Others Concerned

REGIONAL COORDINATION MEETING FOR BASIC EDUCATION FACILITIES
FUNDS (BEFF) PROJECTS OF DEPED

1. The Department of Education Caraga XIII through Education Support Services Division will conduct a *Regional Coordination Meeting for Basic Education Facilities Funds (BEFF) Projects* from October 15 to 18, 2024, at Arena Blanca Resort, Britannia, San Agustin, Surigao del Sur.
2. The agenda of the coordination meeting are as follows:
 - a. Present an update on the status and accomplishments of ongoing DPWH and DepEd projects;
 - b. Discuss concerns, issues, gaps, and problems (CIGPs) related to the implementation of BEFF projects between DPWH and DepEd;
 - c. Conduct a Booking Up activity on BEFF projects for DPWH engineers and accountants;
 - d. Present updates on Basic Education Facilities Funds (BEFF) projects;
 - e. Synchronize obligation and disbursement reporting on BEFF projects between DepEd Central, Regional, and Division Offices; and
 - f. Address other relevant matters.
3. **The** schedule of the meeting and arrival check-in/check-out of participants are as **follows**:

Group	Meeting Date	Check In	Check Out
Regional Director	October 16-18, 2024	October 15, 2024 (p.m.)	October 18, 2024
Superintendents	October 16-18, 2024	October 15, 2024 (p.m.)	October 18, 2024
DepEd Central Office	October 16-18, 2024	October 15, 2024 (p.m.)	October 18, 2024
DepEd Engineers	October 16-18, 2024	October 15, 2024 (p.m.)	October 18, 2024
DPWH Engineers	October 17, 2024	October 16, 2024 (p.m.)	October 18, 2024
DPWH Accountants	October 17, 2024	October 16, 2024 (p.m.)	October 18, 2024

DepEd Accountants	October 17-18, 2024	October 16, 2024 (p.m.)	October 18, 2024
DepEd Budget Officers	October 17-18, 2024	October 16, 2024 (p.m.)	October 18, 2024

4. The list of participants for the coordination meeting, program of activities, and advanced party who will depart on October 14, 2024, can be found in Enclosure No. 1.
5. The legislative districts shall present a status report of accomplishments which includes MOVs on BEFF Projects implemented to their districts.
6. Travel and other incidental expenses of participants shall be charged to local funds and other expenses, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.


MARIA INES C. ASUNCION
 Director III
 Office in-Charge
 Office of the Regional Director

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

MEETINGS

ESSD/mss
 10/07/2024

(Enclosure No.1 to Regional Memorandum No. 1071 , s. 2024)

Annex A

	NAME	POSITION
1.	MARIA INES C. ASUNCION	Regional Director
2.	ENGR. NEHRU RAINIER SARMIENTO	Area Manager
3.	ENGR. DARRA MONIQUE DIEGO	STA-II
4.	KIANN AREEJE GONZALES	Technical Assistant
5.	ROMMEL BALICANOT	Technical Assistant
6.	EDMOND MONTEFALCO	CO Accountant
7.	KATRINA ADVINCULA	CO Accountant
8.	DR. EDMUND D. MENDOZA	ESSD Chief
9.	DR. JUMER C. CARLON	Medical Officer
10.	DR. ADRIENE J. CASTANOS	PDO IV
11.	DR. ANNALIZA LERIO	Dentist III
12.	ENGR. SHERWIN VIAJAR	Engineer III
13.	ENGR. RICHARD BUQUE	Senior Technical Assistant IV
14.	ENGR. MARIEL SOSMENA	Senior Technical Assistant III
15.	ENGR. PATRICK MANUEL	Senior Technical Assistant IV
16.	RODERICK MINDAJAO	Draftsman
17.	DANILO CASANOVA	Technical Assistant JO
18.	MEGNON P. BELDAD	PDO II
19.	JUDITH GATAB	ADAS III
20.	JIMLYM R. LIGTAS	Job Order
21.	RENA GRACE TUL ID	ND II
22.	CHERRY HOPE BOTONA	ADAS III
23.	LEAH ELLEN V. YAOYAO	Technical Assistant
24.	JENNYFRIEL JUMAMIL	Technical Assistant
25.	SHIELA ABENIDO	Technical Assistant
26.	CHARLESTONE OTAZA	Technical Assistant
27.	LEE ANNE ALICAYA	Technical Assistant
28.	ENGR. SHELEMAIAH GATA	Division Engineer
29.	ENGR. IRWIN TORREGOSA	Senior Technical Assistant IV
30.	ARCH. JHONFORT LUMANCAS	Senior Technical Assistant IV
31.	ENGR. NICHEAL MADRIA	Division Engineer
32.	ENGR. JEFF MONTEJO	Division Engineer



33.	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. DAVE BETITA	PFU Siargao
37.	JOESIE MAGSALAY	Nurse

Group of Participants

	Number of Pax	Total
Schools Division Superintendents	12	12
DPWH	3-Regional Office 9- District Engineers 9- District Focals 10- Accountants 16- Drivers	47
DepEd Accountants	1 Region 12 -Division Offices	13
DepEd Budget Officers	1 Region 12 -Division Offices	13
DepEd Drivers	16	16
	Total	102



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Annex B

	NAME	POSITION
1.	ENGR. MARIEL SOSMENA	Senior Technical Assistant III
2.	LEAH ELLEN V. YAOYAO	Technical Assistant
3.	JENNYFRIEL JUMAMIL	Technical Assistant
4.	SHIELA ABENIDO	Technical Assistant
5.	CHARLESTONE OTAZA	Technical Assistant
6.	LEE ANNE ALICAYA	Technical Assistant
7.	DANILO CASANOVA	Technical Assistant JO



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Enclosure No. 3 to Regional Memorandum No. 1071, s. 2024

REGIONAL COORDINATION MEETING FOR BASIC EDUCATION FACILITIES FUNDS (BEFF) PROJECTS OF DEPED		
Time	Activity	Responsible Persons/RP
Day 0 October 15, 2024		
8:00 a.m. -5:00 p.m.	Travel Time	DepEd Central Engineers DepEd Caraga Engineers SDS
Day 1 October 16, 2024		
6:00 a.m. -7:30 a.m.	Arrival to the hall Breakfast	DepEd Central Engineers DepEd Caraga Engineers SDS
7:30 a.m. -9:30 a.m.	Opening Program	
	National Anthem Prayer	AVP
	Acknowledgment of Participants	Division Engineer
	Welcome Message	ESSD Chief
9:30 a.m. - 10:00 a.m.	Objectives of the Meeting	Division Engineer
10:00 p.m. – 12:00 p.m.	Topic 1: Updating on Basic Education Facilities Programs	Caraga Area Manager
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 2:30 p.m.	b. Reporting of Status of Project Implementation	DEPED Engineers per Division
2:30 p.m. – 3:00 p.m.	Topic 2: Discussion on Issues and Concerns on the Program Implementation	DepEd Central Engineers DepEd Caraga Regional Engineers
3:00 p.m. - 3:30 p.m.	Open Forum DepEd	DepEd Central Engineers DepEd Caraga Regional SDS
3:30 p.m. – 4:40 p.m.	Workshop on the targets and commitment	DepEd Central Engineers DepEd Caraga Regional SDS
Day 2 October 17, 2024		
8:00 a.m. -9:30 a.m.	Opening Program	AVP
	National Anthem Prayer	AVP
	Acknowledgment of Participants	Division Engineer
	Welcome Message	ESSD Chief



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@depd.gov.ph
Website: caraga.dep.d.gov.ph



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	Message	Regional Director
	Recap of the Discussion Day 1	Division Engineer
9:00 a.m. -10:00 a.m.	Discussion of Booking up of DPWH Projects and Synchronization of Obligation and Disbursement Reporting Between DepEd Central, Regional, and Division Offices;	DEPED CO Accountants DEPED CO Engineers
10:00 a.m. – 10:30 a.m.	Open Forum	All Participants
10:30 a.m. -11:00 a.m.	Reporting of Obligation and Disbursement of BEFF Project	Per SDO Accountants and Budget Officers
11:00 a.m. -12:00 n.n.	Workshop on Booking up of DPWH Projects and Synchronization of Obligation and Disbursement Reporting Between DepEd Central, Regional, and Division Offices;	DEPED Accountant, Budget and Engineer CO Accountants & Engineer
12:00 nn – 1:00 p.m.	Lunch	
1:00 p.m. - 1:30 p.m.	Discussion on the BEFF Program (New Construction)	Caraga Area Manager
1:30 p.m. - 2:30 p.m.	Reporting of Status of Project Implementation	DPWH Engineer per District
2:30 p.m. - 3:00 p.m.	Discussion on Issues and Concerns on the Program Implementation DPWH Consolidated	Regional Engineer
3:00 p.m. - 3:30 p.m.	Open Forum of the project Implementation	All participants
3:30 p.m. - 4:30 p.m.	Workshop on the targets and commitments (BEFF-NewCon).	DepEd Central Engineers DepEd and DPWH Caraga Engineers
4:30 p.m. - 5:00 p.m.	Submission	Secretariat
5:00 p.m.	Day 2 Closing Remarks	Division Engineer
Day 3 October 18, 2024		
8:00 a.m. -8:30 a.m.	Opening Prayer	
8:30 a.m. -11:30 a.m.	Finalization of Report Consolidation	Area Manager, Accountants SDS DepEd Central Engineers DepEd Caraga Engineers
12:00 p.m. -1:00 p.m.	Lunch	
1:30 p.m. – 2:30 p.m.	Way Forward	Area Manager
2:30 a.m. – 3:00 p.m.	Closing Remark	Engr. Sherwin P. Viajar
3:00 p.m. -Onwards	Travel Time	Participants



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