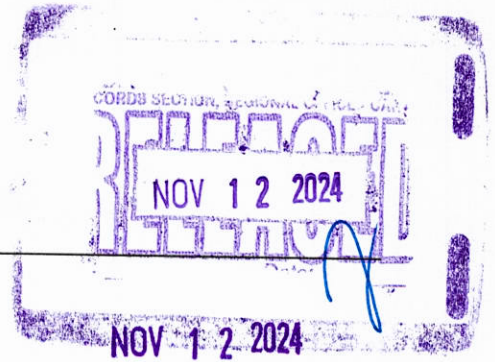




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1237**, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL FUNCTIONAL DIVISION CHIEFS
All Others Concerned

CARAGA REGIONAL ASSEMBLY OF EDUCATION LEADERS (RAEL)

1. The Philippine Association of Schools Superintendents (PASS) Caraga will be conducting a Regional Assembly of Education Leaders with the theme, "Revitalizing and Scaling Up Educational Initiatives and Innovations in Caraga Region" on December 15-17, 2024, at Almont Hotel and Inland Resort, Butuan City.
2. The region's education leaders- Schools Division Superintendents (SDSs), Assistant Schools Division Superintendents (ASDSs), Chief Education Supervisor, Supervisors, School Heads, and other equivalent designations are invited to attend the said activity.
3. Below is the distribution of the number of expected participants from each office:

No.	Office	Number of Slots
1	Agusan del Norte	99
2	Agusan del Sur	246
3	Bayugan City	33
4	Bislig City	34
5	Butuan City	66
6	Cabadaran City	17
7	Dinagat Islands	69
8	Siargao	69
9	Surigao City	41
10	Surigao del Norte	96
11	Surigao del Sur	215
12	Tandag City	15
13	Regional Office	30
Total		1030

4. A registration fee of Four Thousand Five Hundred Pesos (Php 4,500.00) shall be collected from interested participants to cover the meals (lunch and 2 snacks), venue, events costs, materials, and other related expenses. Registration fee shall be paid through any of the following scheme:

- a. Participants from IU Schools shall send their payments directly to PASS account using the following bank details.

Bank: **Development Bank of the Philippines (DBP)**

Account Name: **Philippine Association of Schools Superintendents (PASS) Caraga**

Account No.: **005 458 478 059**

- b. For participants from Elementary Schools, Non-IU Schools, and SDOs, payments should be processed by the SDO and send payment to PASS using the bank account mentioned in section 3.a.
- c. Participants from the Regional Office should have their payments processed by the RO and send to PASS using the same bank details.

5. Registration, travel expenses, and other related expenses may be charged against local funds subject to the availability of funds and in accordance with the usual accounting and auditing rules and regulations.

6. To confirm attendance, SDOs shall endorse a list of participants duly signed by the Schools Division Superintendents to PASS.

7. Confirmation of attendance and payment of registration fee shall be accepted until **November 29, 2024**.

8. For information and immediate dissemination.

MARIA INES C. ASUNCION

Director III

Officer In-charge

Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

[Signature]
PEDRO TENEBRO ESCOBARTE, JR.

Director III/ Asst. Regional Director *[Signature]*

Encl.: NONE

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

ASSEMBLY

EDUCATION

STAKEHOLDERS

QAD/mmv
11/12/2024



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



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