



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE - CARAGA
RELEASED
APR 24 2025
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REGIONAL MEMORANDUM
No. 410, s. 2025

APR 24 2025

To: Schools Division Superintendents
RO Functional Division Chiefs
SGOD Chiefs
SEPS/EPS-2 SMME
All Others Concerned

ADDENDUM TO REGIONAL MEMORANDUM NO. 0317, s. 2025 RE: CONDUCT OF
MONITORING AND EVALUATION CAPACITY BUILDING (M&E CAPB)
PHASES 3 AND 4 ON DATA ANALYSIS, AND INFORMATION
DISSEMINATION, REPORTING AND UTILIZATION

1. The venue for the training is **VCDU Function Hall, Villa Kananga, Butuan City**. However, all participants, except those from the Regional Office, Butuan City, and Agusan del Norte, will be billeted at **VCDU, Imadejas, Butuan City**.
2. The speakers from the Central Office will be accommodated starting Day 0 (April 22, 2025) while participants will check-in on Day 1 (April 23, 2025). Check-out is scheduled for **April 25, 2025, at 12:00 noon**.
3. Below is the **meals checklist guide**:

Meals	April 23	April 24	April 25
Breakfast	✓	✓	✓
AM Snacks	✓	✓	✓
Lunch	✓	✓	✓
PM Snacks	✓	✓	✓
Dinner	✓	✓	

4. The **travel expenses and per diem** of all participants from **Schools Division Offices (SDOs)** shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
Regional Director

Encl.: None

Reference: Regional Memorandum (No. 0317, s. 2025)

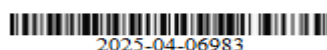
To be indicated in the Perpetual Index
under the following subjects:

EVALUATION MONITORING INFORMATION REPORTING

QAD/wcd
04/21/2025



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