



Republic of the Philippines
Department of Education
 CARAGA REGION

January 9, 2025

MARIA INES C. ASUNCION

Regional Director
 This Region

Dear RD Asuncion,

Greetings!

I respectfully request to download of Program Support Funds (PSF) to the following Offices (Schools/SDOs) to cover the travel expenses of their respective attending the Participation of selected personnel for the Bullying Prevention Program, specifically the revisiting, recrafting, and developing of a localized Anti-Bullying Policy and Code of Conduct in Schools on January 13-17, 2025 at Gamboa's Orchard, Malilipot, Albay, Bicol Region. The PSF shall be charged against OSEC-13-24-7260 to cover the expenses related to the above-mentioned activity as follows:

Name	Position	School/Division	Amount Incurred
Eliakem B. Revil	Division LRP Focal	SDO Bislig City	P34,000.00
Jocelyn S. Basnillo	Registered Guidance Counselor	SDO Cabadbaran City	P38,630.00
Edwin G. Capon	School Head	Puting Bato National High School - SDO Cabadbaran City	P40,000.00
Gewaresel T. Carlos	School Head	Butuan City School of Arts and Trade - SDO Butuan City	P35,317.44
Edna H. La Torre	Head Teacher II	Jacinto P. Elpa National High School - SDO Tandag City	P35,600.00

78,630-

183,547.44

Travel expenses, per diem and other incidental expenses shall be charged to the downloaded program support fund subject to the usual accounting and auditing rules and regulations.

For your approval.

Very truly yours,

ADRILENE MAE J. CASTAÑOS, PhD
 Regional LRP Coordinator

Noted:

EDMUND D. MENDOZA, PhD
 Chief, ESSD

APPROVED:

MARIA INES C. ASUNCION
 Regional Director

Funds Available:

ELAINE N. NAVARRO
 OIC-Chief, BUDGET
 CDD OSEC 13-24-7260

ESSD/sa
 01/9/2025

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