

ANNEX A



No.: 0249

Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

DepED NEG. OR
RELEASED
NO: 024-0908
DATE: 08 APR 2024
BY: CS
OFFICE: SECTION

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

Name	RUBY JEAN ESTRELLITA M. BIDAURE
Position/Designation	AO IV - Supply Officer
Permanent Station	Division Office
Purpose of Travel (must be supported by attachments)	To attend the Issuance of Accountable Forms and Workshop on Asset Management Concerns
Host of Activity	DepEd RO VII - Administrative Division
Period Covered (Inclusive of Travel Time)	April 11, 2024
Venue/Destination	Dumaguete City
Fund Source	Division MOOE
<i>I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.</i>	
RUBY JEAN ESTRELLITA M. BIDAURE Name and Signature of Requesting Employee	<u>4/8/24</u> Date
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.</i>	
ERNESTO Q. ALAS-AS, JR. CESE OIC - ASDS Name and Signature of Recommending Authority	_____ Date
APPROVED NERI C. OJASTRO EdD, CESE Schools Division Superintendent Name and Signature of Approving Authority	<u>4/8/24</u> Date



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM
NO. _____ s. 2024

**ISSUANCE OF ACCOUNTABLE FORMS AND
WORKSHOP ON ASSET MANAGEMENT CONCERNS**

TO : **Schools Division Superintendents (SDSs) & OICs**
All Others Concerned

1. The Department of Education (DepEd) Regional Office VII through the Administrative Division will conduct an activity "Issuance of Accountable Forms and Workshop on Asset Management Concerns" on April 11, 2024 at Dumaguete City (exact venue to be announced through DepEd Ecotech Center).
2. The objective of the activity are the following :
 - a. Finalize and issue the accountable forms for the delivered Learning Materials (NLC, FLO Q1-4, Library Hubs, etc);
 - b. Address issues and concern relative to delivery of learning materials in the schools division offices and schools;
 - c. Other important matters and issues.
3. Expected participants are the 20 Administrative Officers, (Supply Officers) of the Schools Division Offices and Administrative Division personnel.
4. The Supply Officers are requested bring the following :
 - a. Laptop and extension wire;
5. Travelling and other incidental expenses of SDO Supply Officers incurred relative to the attendance of the said activity shall be charged against Division/Local funds while expensses incurred by the Regional Office on the conduct of the activity shall be charged against the Regional Office Funds under AC-24-5701-GASS-003 of the 2024 Work Financial Plan (WFP) of the Administrative Service Division, all expenses are subject to the usual accounting auditing rules and regulations.
6. For queries clarifications, you may contact Riza Guanco, TCE II, Administrative Division.

SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V
Director IV, Regional Director



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700
f DepEd Tayo Region region7.deped.gov.ph


 DIVISION OF REGIONAL OFFICES
 Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS



WORKSHOP ON ASSET MANAGEMENT CONCERNS

April 11, 2024
Dumaguete City

Indicative Program Matrix

APRIL 10 , 2024 -			
TIME	ACTIVITY	IN-CHARGE	VENUE
AM	Travel Time to Dumaguete City		
3:00 PM - 4:00 PM onwards	Registration Accommodation Dinner		
APRIL 11 , 2024			
6:30 AM-7:30 AM	Breakfast		
7:30AM-8:00AM	Preliminaries		
8:00AM-12:00NN	Finalization and issuance of accountable forms of learning materials		
12:00NN-1:00PM	Lunch		
1:00PM-2:00PM	Submission of Outputs		
2:00PM - 4:00PM	Discussion on issues and concerns		
4:00 PM-5:00PM	Agreements		
5:00PM onwards	Ways Forward Closing		
5:00 PM onwards	Dinner Accommodation		
APRIL 12 , 2024			
	Travel back to Cebu City		



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: 639457623193 local 700
 DepEd Tayo Region   region7.deped.gov.ph