

ANNEX A



No.: 0224

Republic of the Philippines  
**Department of Education**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

RELEASE  
NO.: 024-0810  
DATE: 02 APR 2024  
BY: Gr  
RECORD SECTION

**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>RUBY JEAN ESTRELLITA M. BIDAURE</b>
<b>Position/Designation</b>	AO IV - Supply Officer
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Workshop on Asset Management Concerns
<b>Host of Activity</b>	DepEd RO VII - Administrative Division
<b>Period Covered</b> (Inclusive of Travel Time)	April 3-4, 2024
<b>Venue/Destination</b>	DepEd Regional Office, Sudlon, Lahug, Cebu City
<b>Fund Source</b>	Division MOOE

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

**RUBY JEAN ESTRELLITA M. BIDAURE**  
Name and Signature of Requesting Employee

4/2/24  
Date

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.

**ERNESTO Q. ALAS-AS, JR. CESE**  
OIC - ASDS  
Name and Signature of Recommending Authority

02 APR 2024  
Date

**APPROVED**

**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Name and Signature of Approving Authority

4/2/24  
Date

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

**NO. 027s. 2024**

APR 10 2024

**WORKSHOP ON ASSET MANAGEMENT CONCERNS**

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

1. The Department Education (DepEd) Regional Office VII through the Administrative Division will conduct a Workshop on Asset Management Concerns on April 3-4, 2024 at the 3rd Floor Conference Room, DepEd Regional Office VII, Sudlon, Lahug, Cebu City.
2. The objective of the activity the following :
  - a. Prepare the final report and accountable forms on the delivered Learning Materials (NLC, FLO Q1-4, Library Hubs, etc)
  - c. Address issues and concern relative to delivery of learning materials in the schools division offices and schools;
  - d. Other important matters and issues and its agreement
3. Expected participants are the **20 Administrative Officers, (Supply Officers) of the Schools Division Offices, Staff of the Regional Office Asset Management and Administrative Division Support Staff.**
4. The Supply Officers are requested bring the following :
  - a. Laptop and extension wire;
  - b. Acknowledgement receipts and Temporary PTRs of delivered learning materials
5. Travelling other 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. TENEZ, JD., Ed.D., CESO V**  
**Director IV, Regional Director**

STJ/FYA/ASD/IFC



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



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

**WORKSHOP ON ASSET MANAGEMENT CONCERNS**

April 1-4, 2024

3rd Floor Conference Room, DepEd Regional Office VII,  
Sudlon, Lahug, Cebu City

Indicative Program Matrix

<b>APRIL 3 , 2024</b>			
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>	<b>VENUE</b>
7:00 AM - 8:00 AM	Preparation of the venue	Administrative Division	DepEd RO VII 3rd Floor Conference Room
8:30 AM - 10:00 AM	Final Meeting of Workshop Facilitators		
12:00 NN- 1:00 PM	Registration & Lunch		
1:00 PM - 1:30 PM	Preliminaries		
1:30 PM - 2:00 PM	Setting of Directions		
2:00 PM - 4:00 PM	Workshop Proper		
4:00 PM - 6:00 PM	Discussion on issues and concerns		
6:00 PM onwards	Agreements Dinner		
<b>APRIL 4, 2024</b>			
6:30 AM-7:30 AM	Breakfast		DepEd RO VII 3rd Floor Conference Room
8:00AM-9:00AM	Preparation of accountable forms	Finance Division	
9:00AM-12:00NN	Continuation of Workshop	Administrative Division	
12:00NN-1:00PM	Lunch		
1:00PM-2:00PM	Submission of Outputs		
2:00PM onwards	Giving of Certificates		
	Other Matters/Agreements		
	Ways Forward		
	Travel Back		



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