



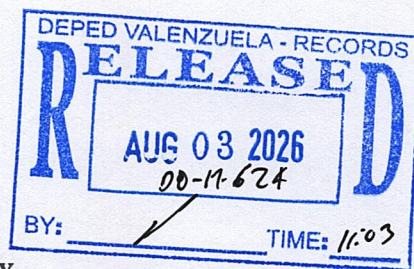
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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



Office of the Schools Division

Superintendent

DIVISION MEMORANDUM

No. 634, s. 2026

**OFFICIAL PARTICIPANTS TO THE REGIONAL ORIENTATION WORKSHOP ON
THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Program Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. For the information and guidance of all concerned, attached is **Regional Memorandum No. 578 s. 2026**, dated July 23, 2026, regarding the above-stated subject, content of which is self-explanatory. Participants to this activity are.

NAME	DESIGNATION
1. BALTAZAR M. GAYEM	CHIEF EDUCATION SUPERVISOR
2. DR. SALVADOR A. GABAN JR.	DIVISION SPORTS OFFICER
3. LARRY R. PICOLERA	TECHNICAL ASSISTANT I - SPORTS
4. LOVIREY M. SERNA	SCHOOL HEAD
5. WINEFREDO L. ZURBANO	SCHOOL HEAD
6. LILIBETH S. GOZO	SCHOOL HEAD
7. MARIA LOURDES B. VIRAY	SCHOOL HEAD
8. EDITO P. FABILLAR	SCHOOL HEAD
9. MARYLYN P. MELITON	SCHOOL HEAD
10. ARNOLD O. MUNOZ	SCHOOL HEAD
11. SILVERO M. AGUSTIN	SCHOOL HEAD
12. ODELON B. PENAFLORIDA	SCHOOL HEAD
13. EDDIE A. ALARTE	SCHOOL HEAD
14. JUMEL L. REYES	SCHOOL HEAD

2. Particular attention is invited to paragraph nos. 1-7, for your reference.

3. This Division Memorandum serves as the Travel Authority for Division Office Officials/School Heads.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

4. Immediate dissemination of this memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

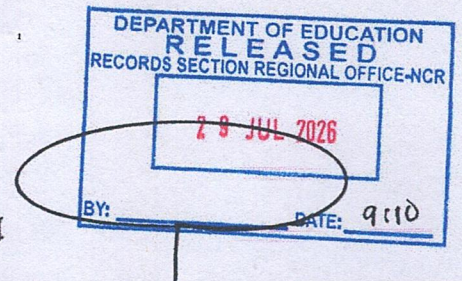
Encl.;
Reference: RM no.578, s. 2026
To be indicated in the Perpetual Index
under the following subjects

**OFFICIAL PARTICIPANTS TO THE REGIONAL ORIENTATION WORKSHOP ON THE
INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS**

LRP/SPORTS
July 30, 2026



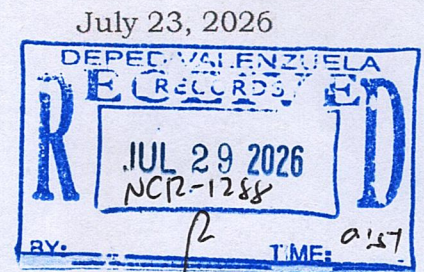
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Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

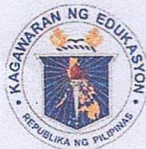
No. **578**, s. 2026

To: Schools Division Superintendents
CID and SGOD Chiefs
Division Sports Officers
Division SSD Focal Persons
All Others Concerned



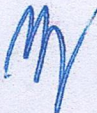
OFFICIAL PARTICIPANTS TO THE REGIONAL ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS

1. In connection with **Regional Memorandum No. 427, s. 2026**, dated June 5, 2026, titled "*Regional Orientation Workshop on the Institutionalization of School Sports Clubs in Public Schools*," all Schools Division Offices are hereby informed that the activity, originally scheduled on September 1-4, 2026, has been rescheduled to **September 8-11, 2026, at Forest Crest Nature Hotel and Resort, Batangas City.**
2. Attached to this Memorandum are the Indicative Program of Activities and the Official List of Participants. **All participants** are expected to be at the venue before **7:00 a.m. on September 9, 2026.** The first meal to be served shall be breakfast while the last meal shall be lunch on September 11, 2026. Only the members of the Technical Working Group (TWG), Resource Speakers, and Division School Sports Division - Technical Assistant I are required to arrive at the venue on September 8, 2026 (Day 0).
3. Participants are required to bring and present during registration their approved **Travel Authority** signed by the Schools Division Superintendent (SDS) and **Medical Certificate/Health Declaration Form** stating that he/she is medically and physically fit for the accreditation.
4. The board and lodging will be shouldered by the Regional Office while the travel and incidental expenses of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations. Failure to attend the training shall require the concerned participant to pay the equivalent expenses for board and lodging for three (3) days in the amount of Six Thousand Pesos (P6,000.00).
5. Teaching and non-teaching personnel shall be entitled to service credits, or Compensatory Time-Off equivalent to the number of hours rendered, whichever is applicable subject to existing policies and guidelines.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

6. This Regional Memorandum serves as the Travel Authority for Regional Office Officials/Technical Working Group (TWG).
7. For further inquiries, you may contact the Regional Office through the **Education Support Services Division (ESSD)** at email address kanna.magdangan@deped.gov.ph.
8. Immediate dissemination and compliance with this Memorandum are desired.

JOCELYN DR ANDAYA 
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.:
As stated

/essd/kkm/

Education Support Service Division (ESSD)

PROGRAMME OF ACTIVITIES

REGIONAL ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS

SEPTEMBER 8-11, 2026 | FOREST CREST NATURE HOTEL AND RESORT, BATANGAS CITY

DATE	TIME	ACTIVITY	RESPONSIBLE OFFICE/PERSON
Day 0 Sept. 8, 2026	12:00 NN	ARRIVAL AND CHECK-IN OF TECHNICAL WORKING GROUP (RO/EVENT TWG), RESOURCE SPEAKERS, AND DIVISION SSD - TECHNICAL ASSISTANT I Coordination Meeting, Finalization of Session Flow, Venue Setup, Distribution of Kits (Preparation Phase)	
	6:00 PM	END OF DAY 0 (DINNER)	
DAY 1 September 9, 2026	6:00 AM	ARRIVAL AND REGISTRATION OF PARTICIPANTS BREAKFAST	
	8:00 AM	OPENING PROGRAM	Regional Office Officials/Secretariat
		Preliminaries	Regional Office Officials/Secretariat
		Welcome Remarks	JOAN R. PEDROCHE Project Development Officer IV Education Support Services Division
		Message	RITA E. RIDDLE Chief Education Supervisor, ESSD Concurrent Officer-In-Charge, Office of the Assistant Regional Director
		Overview of Program Objectives and Schedule of Activities	KANNA KATRINA MAGDANGAN Regional SSD Focal Person – TA I Education Support Services Division
	10:00 AM	POLICY ORIENTATION AND CONTEXT SETTING PLENARY SESSION: - Presentation of DepEd Order No. 22, s. 2025 - Discussion on national and regional directions in sports development OPEN FORUM	PAULO O. MOTITA II Senior Education Program Specialist Central Office, BLSS-SSD
	12:00 NN	LUNCH BREAK	
	1:00 PM	ROTATIONAL BREAKOUT SESSION: CLUSTER: CAMANAVA (Participants) - Procedures in SSC Establishment and Operations - SSC Action Plan Development, Fund Sourcing, and Risk Management	VICTOR M. JAVEÑA SGOD Chief SDO Pasig City
		IMPLEMENTATION AND PLANNING WORKSHOP ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMARISAN (Participants) - Roles and Responsibilities of SSC Implementers - Workshop on Crafting Division and School-Level SSC Action Plans	REX A. ADO SGOD Chief SDO Mandaluyong City

DAY 2
September 10, 2026

		ROTATIONAL BREAKOUT SESSION: CLUSTER: MUNTAPARLAS (Participants) - Sharing of Best Practices and Challenges - Presentation of Draft Plans and Discussion	NOEL T. BALUBAL SGOD Chief SDO Taguig City & Pateros
		MONITORING, EVALUATION, AND SUSTAINABILITY ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMAZON (Participants) - M&E Framework and Risk Management in SSCs - Presentation of Outputs and Commitments	BALTAZAR M. GAYEM SGOD Chief SDO Valenzuela City
	6:00 PM	END OF DAY 1 ACTIVITIES (DINNER)	
	6:00 AM	BREAKFAST	
	8:00 AM	ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMARISAN (Participants) - Procedures in SSC Establishment and Operations - SSC Action Plan Development, Fund Sourcing, and Risk Management	VICTOR M. JAVEÑA SGOD Chief SDO Pasig City
		IMPLEMENTATION AND PLANNING WORKSHOP ROTATIONAL BREAKOUT SESSION: CLUSTER: MUNTAPARLAS (Participants) - Roles and Responsibilities of SSC Implementers - Workshop on Crafting Division and School-Level SSC Action Plans	REX A. ADO SGOD Chief SDO Mandaluyong City
		ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMAZON (Participants) - Sharing of Best Practices and Challenges - Presentation of Draft Plans and Discussion	NOEL T. BALUBAL SGOD Chief SDO Taguig City & Pateros
		MONITORING, EVALUATION, AND SUSTAINABILITY ROTATIONAL BREAKOUT SESSION: CLUSTER: CAMANAVA (Participants) - M&E Framework and Risk Management in SSCs - Presentation of Outputs and Commitments	BALTAZAR M. GAYEM SGOD Chief SDO Valenzuela City
	12:00 NN	LUNCH BREAK	
	1:00 PM	ROTATIONAL BREAKOUT SESSION: CLUSTER: MUNTAPARLAS (Participants) - Procedures in SSC Establishment and Operations - SSC Action Plan Development, Fund Sourcing, and Risk Management	VICTOR M. JAVEÑA SGOD Chief SDO Pasig City
		IMPLEMENTATION AND PLANNING WORKSHOP ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMAZON (Participants) - Roles and Responsibilities of SSC Implementers - Workshop on Crafting Division and School-Level SSC Action Plans	REX A. ADO SGOD Chief SDO Mandaluyong City
		ROTATIONAL BREAKOUT SESSION: CLUSTER: CAMANAVA (Participants) - Sharing of Best Practices and Challenges - Presentation of Draft Plans and Discussion	NOEL T. BALUBAL SGOD Chief SDO Taguig City & Pateros
		MONITORING, EVALUATION, AND SUSTAINABILITY ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMARISAN (Participants) - M&E Framework and Risk Management in SSCs - Presentation of Outputs and Commitments	BALTAZAR M. GAYEM SGOD Chief SDO Valenzuela City
	6:00 PM	END OF DAY 2 ACTIVITIES (DINNER)	

DAY 3
September 11, 2026

6:00 AM	BREAKFAST	
8:00 AM	ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMAZON (Participants) - Procedures in SSC Establishment and Operations - SSC Action Plan Development, Fund Sourcing, and Risk Management	VICTOR M. JAVEÑA SGOD Chief SDO Pasig City
	IMPLEMENTATION AND PLANNING WORKSHOP ROTATIONAL BREAKOUT SESSION: CLUSTER: CAMANAVA (Participants) - Roles and Responsibilities of SSC Implementers - Workshop on Crafting Division and School-Level SSC Action Plans	REX A. ADO SGOD Chief SDO Mandaluyong City
	ROTATIONAL BREAKOUT SESSION: CLUSTER: PAMAMARISAN (Participants) - Sharing of Best Practices and Challenges - Presentation of Draft Plans and Discussion	NOEL T. BALUBAL SGOD Chief SDO Taguig City & Pateros
	MONITORING, EVALUATION, AND SUSTAINABILITY ROTATIONAL BREAKOUT SESSION: CLUSTER: MUNTAPARLAS (Participants) - M&E Framework and Risk Management in SSCs - Presentation of Outputs and Commitments	BALTAZAR M. GAYEM SGOD Chief SDO Valenzuela City
11:30 AM	Awarding of Certificate of Recognition (Speaker) Challenge Acceptance of Challenge Photo Opportunity	Regional Office Officials/Secretariat
	Closing Message	PERLITO G. MANALAD Project Development Officer II Education Support Services Division
	NCR HYMN Quality Assurance, Monitoring, and Evaluation	Regional Office Officials/Secretariat
12:00 NN	LUNCH CHECK OUT	
END OF DAY 3 ACTIVITIES (HOME SWEET HOME)		



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

**OFFICIAL PARTICIPANTS TO THE REGIONAL ORIENTATION
WORKSHOP ON THE INSTITUTIONALIZATION OF
SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS**

REGIONAL OFFICE OFFICIAL/ EVENT TWG/ RESOURCE SPEAKERS/ C.O (MONITORS)

NO.	NAME	DESIGNATION	OFFICE/SCHOOL
1.	RITA E. RIDDLE	CES ESSD, OIC ARD	REGIONAL OFFICE
2.	JOAN R. PEDROCHE	PDO IV	REGIONAL OFFICE
3.	PERLITO G. MANALAD	PDO II	REGIONAL OFFICE
4.	KANNA KATRINA MAGDANGAN	REGIONAL SSD, TA I	REGIONAL OFFICE
5.	REGINE ZAPANTA	TA I	REGIONAL OFFICE
6.	RUZCKO ANGELO F. FESTEJO	DRAFTSMAN II	REGIONAL OFFICE
7.	ERWIN D. PUMAY	ENGINEER, TA IV	REGIONAL OFFICE
8.	MERLINO M. MATEO	WELLNESS OFFICER	REGIONAL OFFICE
9.	TO BE IDENTIFIED	DRIVER	REGIONAL OFFICE
10.	REX A. ADO	RESOURCE SPEAKER	SDO MANDALUYONG CITY
11.	VICTOR M. JAVEÑA	RESOURCE SPEAKER	SDO PASIG CITY
12.	NOEL T. BALUBAL	RESOURCE SPEAKER	SDO TAGUIG CITY & PATEROS
13.	BALTAZAR M. GAYEM	RESOURCE SPEAKER	SDO VALENZUELA CITY
14.	PAULO O. MOTITA III	RESOURCE SPEAKER	SSD - CENTRAL OFFICE
15.	KAREN NNYELL B. FABILA	FACILITATOR/MONITORS	SSD - CENTRAL OFFICE

SDO CALOOCAN CITY

NO.	NAME	DESIGNATION	OFFICE/SCHOOL
1.	IVEE C. PEREZ	SGOD CHIEF	DIVISION OFFICE
2.	JOCELYN L. PANCITO	EPS, DSO	DIVISION OFFICE
3.	KIMBERLY B. GRAVIDEZ	DIVISION SSD, TA I	DIVISION OFFICE
4.	MARY JANE ALABADO	SCHOOL HEAD	LERMA ES
5.	ROCHLE DELOS REYES	SCHOOL HEAD	SAN JOSE ES
6.	CAROLINE S. VILLEGAS	SCHOOL HEAD	BAESA ES
7.	NAOHMIE L. RIVERA	SCHOOL HEAD	CAMARIN ES
8.	ROBERTO A. DELA CRUZ	SCHOOL HEAD	BAGBAGUIN ES
9.	ANGELO L. EDUARDO	SCHOOL HEAD	BAGONG SILANG ES
10.	PHILIP A. VILLAMOR	SCHOOL HEAD	TALIPAPA HS
11.	RIZALINA F. BUENO	SCHOOL HEAD	BENIGNO AQUINO JR. HS
12.	RIZELLE G. REBUYACO	SCHOOL HEAD	MOUNTAIN HEIGHTS HS
13.	ROSELLE L. VENTIC	SCHOOL HEAD	LLANO HS
14.	SOCORRO D. CLAVERIA	SCHOOL HEAD	SAMPAGUITA HS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SDO SAN JUAN CITY

NO.	NAME	DESIGNATION	OFFICE/SCHOOL
1.	NOEMI A. VELARIO	DIVISION SPORT OFFICER	DIVISION OFFICE
2.	MELISSA GRACE TORRECAMPO	DIVISION SSD, TA I	DIVISION OFFICE
3.	DENNIS M. BACLE	PRINCIPAL IV	SAN JUAN IS
4.	BASILIA S. TORRES	OIC PRINCIPAL	PEDRO CRUZ ES
5.	FLORENCE C. ARES	PRINCIPAL I	SAN JUAN CITY SCIENCE HS
6.	CESAR A. CAMAYRA	PRINCIPAL IV	SAN JUAN NHS
7.	MARIA AILEEN B. CALLORINA	PRINCIPAL I	KABAYANAN IS
8.	VANICA JOY I. BALIDOY	OIC PRINCIPAL	NICANOR C. IBUNA ES
9.	DEMIE S. ATIENZA	PRINCIPAL III	SALAPAN IS
10.	VIRGINIA G. ABIERRA	OIC PRINCIPAL	STA. LUCIA ES
11.	MERY JEAN E. DEVILLERES	OIC PRINCIPAL	SAN PERFECTO ES
12.	JOHN PAOLO S. ALAD	PRINCIPAL I	SAN JUAN CITY ACADEMIC SHS
13.	ROY DAN R. PIDO	OIC PRINCIPAL	SAN JUAN CITY TVL SHS
14.	LLOYD T. TULAYLAY	PRINCIPAL IV	PINAGLABANAN ES
15.	MARINA F. AUNZO	PRINCIPAL II	WEST CRAME ES

SDO TAGUIG CITY & PATEROS

NO.	NAME	DESIGNATION	OFFICE/SCHOOL
1.	NOEL T. BALUBAL (Speaker)	SGOD CHIEF	DIVISION OFFICE
2.	SHOJI G. GERONA	DIVISION SPORT OFFICER	DIVISION OFFICE
3.	RODEL C. MAGSINO	PRINCIPAL	C.P. TINGA ES
4.	HARIS EDEN E. SARIP	DIVISION SSD, TA I	DIVISION OFFICE
5.	REA MILANA-CRUZ	PRINCIPAL IV	SIGNAL VILLAGE NHS
6.	CIPRIANO M. BISCO	PRINCIPAL IV	TAGUIG IS
7.	NELSON S. QUINTONG	PRINCIPAL III	BAGUMBAYAN NHS
8.	AURELIO C. ANDUYAN	PRINCIPAL II	GAT ANDRES BONIFACIO ES
9.	JENIFFER C. VERZOSA	PRINCIPAL I	GAT ANDRES BONIFACIO HS
10.	ANNETTE P. CRISTOBAL	PRINCIPAL IV	EM'S SIGNAL VILLAGE ES
11.	ALIXANDER H. ESCOTE	PRINCIPAL IV	FORT BONIFACIO HS
12.	FELIX T. BUNAGAN	PRINCIPAL IV	BENIGNO NINOY AQUINO NHS
13.	ALLAN A. ARCILLA	PRINCIPAL IV	RIZAL ELEMENTARY SCHOOL
14.	REYNALDO A. NAMA	PRINCIPAL I	PATEROS NHS
15.	LOIDA LOISA V. SALVADOR	PRINCIPAL I	PATEROS ES



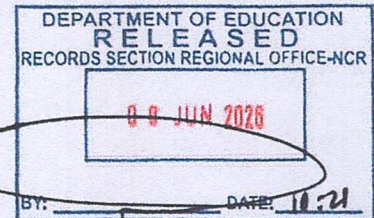
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SDO VALENZUELA CITY

NO.	NAME	DESIGNATION	OFFICE/SCHOOL
1.	BALTAZAR M. GAYEM (Speaker)	SGOD CHIEF	DIVISION OFFICE
2.	SALVADOR GABAN JR.	DIVISION SPORT OFFICER	DIVISION OFFICE
3.	LARRY R. PICOLERA	DIVISION SSD, TA I	DIVISION OFFICE
4.	LOVIREY M. CERNA	PRINCIPAL II	PASOLO ES
5.	WINEFREDO L. ZURBANO	PRINCIPAL II	PIO VALENZUELA ES
6.	LILIBETH S. GOZO	PRINCIPAL IV	MALINTA ES
7.	MARIA LOURDES B. VIRAY	PRINCIPAL III	PUNTURIN ES
8.	EDITO P. FABILLAR	PRINCIPAL I	ANDRES MARIANO S
9.	MARYLYN P. MELITON	PRINCIPAL II	SANTIAGO DE GUZMAN ES
10.	ARNOLD O. MUNOZ	PRINCIPAL I	CONSTANTINO ES
11.	SILVERIO M. AGUSTIN	PRINCIPAL II	WAWANG PULO NHS
12.	ODELON B. PENAFLORIDA	PRINCIPAL II	PUNTURIN SHS
13.	EDDIE A. ALARTE	PRINCIPAL IV	GEN. T. DE LEON NHS
14.	JUMEL L. REYES	PRINCIPAL II	PASO DE BLAS NHS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 5, 2026

REGIONAL MEMORANDUM

No. 427, s. 2026

To: Schools Division Superintendents
CID and SGOD Chiefs
Division Sports Officers/Division Sports Coordinators
Public School Heads
All Others Concerned

**REGIONAL ORIENTATION WORKSHOP ON THE INSTITUTIONALIZATION
OF SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS**

1. In line with the Department of Education's commitment to promoting learners' holistic development and well-being through sports and physical activities, and pursuant to DepEd Order No. 22, s. 2025, titled "Institutionalization of School Sports Clubs in Public Schools," the Education Support Services Division (ESSD) of the National Capital Region (NCR) shall conduct the above-captioned activity on **September 2-4, 2026**, at a venue **TBA**. The Event Technical Working Group (TWG), Resource Speakers, and Regional Office Officials are advised to be at the venue on September 1, 2026 (Day 0) for arrival, registration, and the coordination meeting.

This regional activity serves as a localized capacity-building initiative following the national orientation-workshop spearheaded by the Office of the Undersecretary for Governance and Operations and the Bureau of Learner Support Services – School Sports Division (BLSS-SSD), ensuring effective policy cascade and implementation across all NCR divisions.

2. Anchored on the 5-Point Reform Agenda of Secretary Angara, particularly Agenda Item 2: Learners' Physical and Mental Well-being Protected, and aligned with the Basic Education Development Plan (BEDP) 2030, Pillar 4: Learners' Resiliency and Well-being, this activity aims to:

- To enhance understanding of DepEd Order No. 22, s. 2025, and its policy framework for institutionalizing SSCs;
- To identify roles and responsibilities of regional, division, and school-level implementers;
- To develop localized implementation and action plans for SSC establishment and sustainability;
- To strengthen coordination mechanisms between regional, division, and school levels for SSC monitoring and evaluation; and



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Website: depedncr.com.ph





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- To foster inclusive, gender-responsive, and values-driven sports programs promoting learner well-being and character formation.

3. The Schools Division Offices (SDO) are requested to send the following: School Governance and Operations Chief (SGOD), Division Sports Officer/Coordinator, Technical Assistant I (School Sports Division), Public School Heads (Please refer to the attached **Annex** for detailed allocation).

The Division Sports Officer of each SDO shall upload the duly **signed/approved list of participants** on or before **June 30, 2026** via Google Drive Link/Folder <https://tinyurl.com/APPROVEDLISTORIENTWORKSHOP>.

In addition, all SGOD Chief, DSO/DSC, TA I and identified participants are required to register through this link <https://tinyurl.com/PRE-REGISTRATION-SSC>.



List of Participants Folder



*Pre-Registration Link
(SGOD Chief, DSO/DSC, TA I, Participants)*

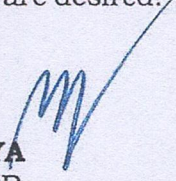
5. Participants are expected to be at the venue on **September 2, 2026 (Day 1) before 7:00 AM** and shall present the **approved Travel Authority and Medical Certificate/Health Declaration Form** upon registration. The first meal shall be breakfast on September 2, 2026, and the last meal is lunch on September 4, 2026.
6. Board and lodging shall be shouldered by the Regional Office charged to Program Support Fund while transportation and other miscellaneous expenses of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations. Confirmed participants failed to attend the said activity shall pay the expenses for the board and lodging equivalent for three (3) days in the amount of Six Thousand Pesos (P6,000.00).
7. Teaching and non-teaching personnel will be entitled to service credits, or Compensatory Time-Off equivalent to the number of hours rendered whichever is applicable subject to existing policies and guidelines.
8. This Regional Memorandum serves as Travel Authority of Regional Office Officials/TWG.



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9. For further inquiries, you may contact the Regional Office through the **Education Support Services Division (ESSD)** at email address kanna.magdangan@deped.gov.ph.

10. Immediate dissemination and compliance with this Memorandum are desired.


JOCELYN DR ANDAYA

Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.:
As stated

/essd/kkm/



Address: 6 Misamis St., Bago Bantay, Quezon City
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