



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



CN-2023-5-12-3934

May 16, 2023


REGIONAL MEMORANDUM

No. 373, s. 2023

TO : Schools Division Superintendents
School Governance and Operations Division Chiefs
All Others Concerned

**ADVISORY ON THE CONDUCT OF THE NATIONAL CONSULTATIVE WORKSHOP ON
THE IMPLEMENTATION OF PROGRAMS, PROJECTS AND ACTIVITIES UNDER THE
BUREAU OF LEARNER SUPPORT SERVICES**

1. Pursuant to the attached Unnumbered Memorandum dated May 10, 2023 from Neneth Esplana-Alama, Director IV, Office of the Bureau of Learner Support (BLSS), re: Advisory on the National Consultative Workshop on May 16-19, 2023 at the Tanza Oasis Hotel, Tanza, Cavite, this Office issues the Final Advisory.
2. Participants are expected to follow the information and details of the said Memorandum.
3. For queries and clarifications, please contact Dr. Gina L. Cruz, Regional Youth Formation Coordinator and Senior Education Program Specialist through gina.cruz002@deped.gov.ph.
4. Immediate dissemination of this Memorandum is earnestly desired.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated

Reference:

To be indicated in the Perpetual Index



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Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

MEMORANDUM

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : **NENNETH ESPLANA-ALAMA**
Director IV, BLSS

SUBJECT : **Advisory on the Conduct of the National Consultative
Workshop on the Implementation of Programs, Projects, and
Activities (PPAs) Under the Bureau of Learner Support
Services**

DATE : May 10, 2023

In consonance with the Memorandum dated April 13, 2023, with the subject *Guidelines on the Conduct of the National Consultative Workshop in the Implementation of Programs, Projects, and Activities (PPAs) Under the Bureau of Learner Support Services (BLSS)*, this Office issues the following information on administrative matters relative to the conduct of the said activity.

The workshop is scheduled on **May 16-19, 2023 at the Tanza Oasis Hotel, Tanza, Cavite.**

Kindly take note of the following schedule and administrative details prior to and during the workshop:

A. REGISTRATION

There will be a designated **Registration Area** at the Tanza Oasis Hotel, for participants who have not registered online. On-site registration will open on May 16, 2023 starting at 9:00 am to 1:00 pm. It will be closed during the Opening Program at 2:00 pm and will resume after the activity, for late arrival participants.

The following steps will be followed:

1. Leave your luggage/s at the designated Holding Area located at the main lobby of the hotel. Members of the Accommodation and Transportation Committees will be posted to assist the participants.

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2. Proceed to the **Registration Committee Area** located at **Mojave Function Hall**. Present your DepEd ID, sign the Registration Sheets, and get your Workshop Kit at the designated tables.

Registration tables are as follows:

Table 1	-	Regions I, II, & III
2	-	Regions IV-A, IV-B, & V
3	-	Regions VI, VII, & VIII
4	-	Regions IX, X, & XI
5	-	Regions XII, Caraga, & NCR
6	-	CAR, ARMM, Guests, Partners, and Committee Members

3. Proceed to the **Accommodation Committee Area**, also located at the **Mojave Function Hall**, next to the Registration Committee Area, for room /lodging assignment.

ADDITIONAL REMINDERS:

1. Please sign the Daily Attendance for May 16-19, before proceeding to the Function Hall.
2. The Certificates of Participation and Appearance may be obtained from the Registration Committee on May 19 after the Closing Program. Those who will not attend the complete sessions will not be given Certificate of Participation.

IMPORTANT!

Participants are highly encouraged to arrive in the morning of May 16, 2023, while the on-site registration is on-going. If you will arrive after the registration has closed, you may proceed to the front desk for your accommodation.

B. CHECK-IN, ACCOMMODATION, AND TRANSPORTATION

1. Check-in date for all participants shall be on **Tuesday, March 16, 2023, beginning at 2:00 PM**. First meal to be served shall be for LUNCH.
2. Check-out for participants shall be on **Friday, May 19, 2023**, with Breakfast as the last meal.
3. Delegates will be billeted at the Tanza Oasis Hotel and Aqua Mira Hotel & Resort. Check-in will start on May 16 at 2:00 pm. Members of the Accommodation and Transportation Committee shall be posted to assist the participants.
4. For participants who will be billeted at the Aqua Mira Hotel & Resort, transportation to and from Tanza Oasis Hotel shall be provided daily, starting check-in date of May 16, 2023.



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5. Please be advised that Aqua Mira Hotel and Resort shall only be used for lodging purposes. All activities, discussions, and meals during the three-day workshop shall be at the Tanza Oasis Hotel.
6. Specific time/schedule for the transportation of participants from Tanza Oasis Hotel to Aqua Mira Hotel & Resort and vice versa, shall be announced on Day 1, May 16, 2023.
7. Provision for board and lodging for drivers is not included at the venue. Participants/passengers may be dropped-off during the check-in date and pick-up on the check-out date.
8. Participants are encouraged to visit the display booths/tables of our Partners from May 17-18, 2023

IMPORTANT!

Rooms are for sharing, there is no single occupancy. There will only be 2 room keys per room. Assign 2 persons who will be responsible for the 2 keys. Room reservation and transfer will not be accommodated.

Do not leave valuable things in your room. Please do not forget to check-out from your billeting hotel and leave the room key at the Hotel Front Desk. Missing and broken items from the hotel rooms will be charged to participants occupying the room.

Companions and drivers are **NOT INCLUDED** in the hotel accommodation and meal reservations.

C. FOOD ARRANGEMENTS

Upon Registration, IDs with meal venue stickers (at the back) will be issued for orderly food services. Meal venues are located only within the Tanza Oasis Hotel ground floor. A copy of the floor plan will be distributed among the participants for guidance and direction.

Time Schedule

- Breakfast 6:00 am – 7:45 am
- Lunch 12:00 nn - 1:00 pm
- Dinner 6:30 pm - 8:00 pm

Acona Function Hall, 4th floor will cater to Muslim participants from: BARMM and other Regions

Mojave Function Hall, lower ground floor will cater to: Working Committee Members, VIP, and Guests

ADDITIONAL REMINDERS:

1. Halal foods will be served at the designated room for Muslim delegates.
2. Participants should present his/her ID with the meal venue sticker for signature/stamp of the waiters/members of the Food Committee.
3. In case your ID is lost, please look for *Ms. Mei-Ling Duhig and Ms. Janis Escandor-Enguerra, Food Committee Members*

D. HEALTH AND SAFETY PROTOCOLS

1. In compliance with existing health and safety protocols, Tanza Oasis Hotel and Aqua Mira Hotel & Resort may require vaccination cards from their guests. All participants are advised to bring their vaccination cards, for presentation, as needed.
2. In light of the issuance of Executive Order No. 7, s. 2022, titled, *Allowing Voluntary Wearing of Face Masks in indoor and Outdoor Settings, Reiterating the Continued Implementation of Minimum Public Health Standards during the State of Public Health Emergency relative to COVID-19 Pandemic*, we highly encourage everyone to wear their face masks during the whole duration of the activity except when they are eating or drinking.
3. Participants exhibiting flu-like symptoms including fever, cough, and sore throat and/or stuffy nose, muscle or body aches and chills, headaches or fatigue while the activities are ongoing will not be allowed to be with other participants.

E. SOCIALS AND SOLIDARITY NIGHT

There will be a Socials and Solidarity Night on **May 18, 2023 from 7:00 pm – 11:00 pm** at the **Main Plenary Hall**.

Theme of the occasion is ***“Pistahan sa BLSS”***

Participants are encouraged to wear their best colorful summer attires, keeping in mind modesty and appropriateness of the outfits, at all times.

All Regional Delegations are requested to prepare a 3-5-minute presentation (may be a dance, song, sing and dance, etc.) anchored on the theme.

F. GENERAL REMINDERS

1. The recommended attire for the entire event shall be smart casual.
2. We encourage our participants to confirm their attendance through the link: **<https://bit.ly/Pre-registrationNCW>**



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Accommodation shall strictly be based on the confirmation of attendance through the provided link. **For those who have not yet registered, please respond by May 12, 2023, until 4:00 pm.**

3. The Program of Activities are attached as Annex A, for your ready reference.

For concerns and clarifications, your Office may contact Ms. Sheila Marie Laurel of the BLSS, through Viber number (0945) 4328585, (02) 8635-3763, or via email at blss.od@deped.gov.ph.

For your information and guidance.