



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
**ORD-2023-1041**

**TO :** **Schools Division Superintendents**  
*SDO Caloocan City, Las Pinas City, Manila, Makati City, Pasay City  
 and Valenzuela City*

**FROM :** **WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT :** **CONDUCT OF THE CONSULTATIVE WORKSHOP AND  
 WRITESHOP ON THE DEVELOPMENT, VALIDATION, AND  
 FINALIZATION OF CSE INTEGRATION IN THE ALTERNATIVE  
 LEARNING SYSTEM, SPECIAL EDUCATION, MADRASAH, AND  
 PRIVATE SCHOOLS**

**DATE :** October 10, 2023

This has reference to the attached Memorandum dated October 3, 2023, signed by Alma Ruby C. Torio, Assistant Secretary for Curriculum and Teaching, Officer-In-Charge, Office of the Undersecretary for Curriculum and Teaching, relative to above-captioned activity on October 16-20,2023, October 23-27,2023 and December 4-8,2023 at Fortuna Hotel, Cebu City.

Enclosed is the list of participants in each activity phase.

Travel expenses shall be charged to the BEC funds downloaded to the region subject to the usual government accounting and auditing rules and regulations. Please see attached list of documents needed for reimbursement and submit to CLMD Office.

Immediate dissemination of this Memorandum is desired.

Encl/s: as stated  
 CLMD/AETan2023



Address: Misamis St., Bago Bantay, Quezon City  
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**Enclosure 1**

**Regional Participants**

Workshop on the Development and Validation of CSE in the ALS, SPED, and Madrasah Curriculum

**Fortuna Hotel, Cebu City**  
**October 16-20, 2023**

Name	Office	Designation
1. Charito A. Villanueva	CLMD	Regional EPS-ALS
2. Jocelyn L. Pancito	SDO Caloocan City	EPS-SPED

Workshop on the Finalization of CSE Standards in the ALS, SPED, and Madrasah Curriculum

**Fortuna Hotel, Cebu City**  
**October 23-27, 2023**

Name	Office	Designation
1. Errol John P. Ruiz	SDO Pasay City	EPS-ALS
2. Amcy M. Esteban	SDO Manila	EPS-SPED
3. Normina Hadjiyunnos	SDO Pasay City	EPS-Madrasah

Consultative workshop for Integration CSE in the ALS, SPED, Madrasah, and Private School

**Fortuna Hotel, Cebu City**  
**December 4-8, 2023**

Name	Office	Designation
1. Krissel B. Quemquem	SDO Makati City	EPS-SPED
2. Roselle Sabido	SDO Las Pinas City	EPS-ALS
3. Florita Matic	SDO Valenzuela City	EPS-Madrasah



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CHECKLIST OF SUPPORTING DOCUMENTS  
TRAVELLING EXPENSES

Name: \_\_\_\_\_

Division: \_\_\_\_\_

List of Documents	Remarks
_____ 1. Disbursement Voucher (DV) - c/o CLMD	_____
_____ 2. Obligation Request Slip (ORS) – c/o CLMD	_____
_____ 3. Appendix A (Itinerary of Travel)	_____
_____ 4. Appendix B (Certificate of Travel Completed	_____
_____ 5. Airfare Ticket/e-Ticket and Official Receipt	_____
_____ 6. Bus/Boat Ticket (if applicable)	_____
_____ 7. Boarding Pass (2)	_____
_____ 8. Taxi Fare – RER (for P300.00 above)	_____
_____ 9. Taxi Fare – RER Certification of Expenses (below P 300,00)	_____
_____ 10. Travel Authority	_____
_____ 11. <i>Letter of Invitation (NA)</i>	_____
_____ 12. DepEd Memorandum/Reference	_____
_____ 13. Certificate of Appearance/Participation	_____
_____ 14. Photocopy of ATM – Landbank Account	_____
_____ 15. <i>OTHERS: (if needed)</i>	
a. <i>Certification of no unliquidated cash advance (for CA)</i>	_____
b. <i>Justification/certification – any deviations in the itinerary</i>	_____
c. <i>Official Receipt – airfare, etc.</i>	_____
d. <i>Copy of Liquidation Report</i>	_____

**Note:**

\*For those traveling by plane you need to have 3 canvasses for the airfare and take the cheapest fare as per COA Circular number 2023-04,s. 2023



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