



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2023-1101

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO: Caloocan City, Makati City and Navotas City

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

SUBJECT : **Corrigendum to Regional Memorandum ORD-2023-10-18-11871 Orientation of Regional Management Team on the National Reading Program**

DATE : October 20, 2023

This has reference to the Regional Memorandum No. ORD -2023-10-18-11871 dated October 18,2023, relative to the above- captioned activity on October 23-27,2023 at Cebu Business Hotel, Junguera St., Cebu City.

In view thereof, Rodolfo Colocar, EPS of HRDD will be replaced by Louie Duterte, EPS of QAD.

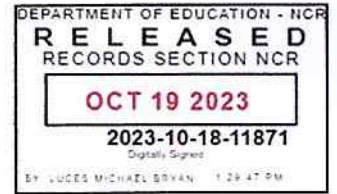
All other provisions in the earlier issuance relative to above activity are still in effect.



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
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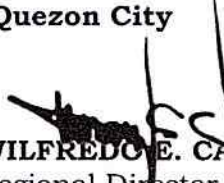




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 ORD-2023-_____

To : Schools Division Superintendents
 SDO Caloocan, Las Pinas, Marikina, Muntinlupa, Navotas,
 Quezon City

From : 
 WILFREDO E. CABRAL, CESO III
 Regional Director

Subject : **ORIENTATION OF THE REGIONAL MANAGEMENT TEAM ON
 THE NATIONAL READING PROGRAM**

Date : October 18, 2023

1. This is in reference to Memorandum No. DM-CT-2023-347 dated October 16, 2023, signed by ASec. Alma Ruby C. Torio, Officer-In-Charge, Office of the Undersecretary for Curriculum and Teaching, relative to the above-captioned activity to be held on October 23-27, 2023, at DepEd Ecotech Center, Cebu City.
2. Enclosed is the list of official participants.
3. Travel expenses of the participants shall be charged against 2023 BEC Funds subject to the usual government accounting and auditing rules and regulations. Please see attached list of documents needed for the reimbursement and submit to CLMD office.
4. Immediate dissemination of this Memorandum is desired.



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List of Official Participants

Names	Position	Division
1. Wilfredo E. Cabral, CESO III/Cristito A. Eco	Regional Director/ Assistant Regional Director	ROP
2. Arnold Gatus	CLMD Chief Representative	ROP
3. Hajji Palmero	Human Resource Development Division (HRDD)	ROP
4. Lydia Martin	Quality Assurance Division (QAD) Chief Representative	ROP
5. Ma. Gloria G. Tamayo	EPS - CLMD	ROP
6. Rodolfo Colocar	EPS - HRDD	ROP
7. Sheila Molina	EPS - Filipino	SDO Caloocan
8. Galcoso Alburo	EPS - Filipino	SDO Marikina
9. Carmen Solayao	EPS - English	SDO Muntinlupa
10. Nimfa Gabertan	EPS - English	SDO Quezon City
11. Rico Tarectecan	EPS - Filipino	SDO Navotas
12. Macario Pelecia Jr	EPS - Filipino	SDO Las Pinas



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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. Letter of Invitation (NA) | _____ |
| _____ 12. DepEd Memorandum/Reference | _____ |
| _____ 13. Certificate of Appearance/Participation | _____ |
| _____ 14. Photocopy of ATM - Landbank Account | _____ |
| 15. OTHERS: | |
| a. Certification of no unliquidated cash advance (for CA) | _____ |
| b. Justification/certification - any deviations in the itinerary | _____ |
| c. Official Receipt - airfare, etc. | _____ |
| d. Copy of Liquidation Report | _____ |
| _____ 16. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification is required signed by the head/Supervisor as per COA Circular Number 2023-04, s. 2023. | |



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