



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023-987

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Caloocan City, Las Piñas City, Muntinlupa City, Marikina City, Mandaluyong City, Navotas City, Parañaque City, Pasig City, Pasay City, San Juan City, Taguig City and Pateros, and Valenzuela City

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

SUBJECT : **ORIENTATION ON THE NATIONAL READING PROGRAM (NRP) WITH SCHOOL LEADERS**

DATE : September 29, 2023

This has reference to Memorandum No. BCD-SCPD-02023-0443 dated September 21, 2023, signed by Undersecretary Gina O. Gonong, Curriculum and Teaching, relative to above-captioned activity to be held on October 2-4, 2023, at the Whitewoods Convention and Leisure Hotel in Silang, Cavite, contents of which are self-explanatory, for information and appropriate action.

Attached is the list of participants.

Travel expenses shall be charged to the 2022 BEC travel funds downloaded to the region subject to the usual 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.



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

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**Participants to the Orientation on the National Reading Program (NRP)
With School Leaders on October 2-4, 2023
Whitewoods Convention and Leisure Hotel Silang, Cavite**

DIVISION/OFFICE	NAME	DESIGNATION
DEPED NCR	Arnold C. Gatus	EPS
DEPED NCR	Ma. Gloria Tamayo	EPS
San Juan City	Josefino Pogoy	CID Chief
Pasay City	Librado Torres	CID Chief
Muntinlupa City	Madeline Diaz	CID Chief
Pasig City	Manuel Laguerta	CID Chief
Mandaluyong City	Ramon Belardo Jr.	EPS English
Muntinlupa City	Carmen Solayao	EPS English
Pasay City	Imelda Boquiren	EPS English
Las Pinas City	Anabelle Hutchings Nava	EPS English
Marikina City	Galcoso Alburo	EPS Filipino
Pasay City	Rowena Cadayona	EPS Filipino
Navotas City	Rico Tarectecan	EPS Filipino
Las Pinas City	Macario Pelecia	EPS Filipino
Paranaque City	Edwin Doria	EPS Filipino
Taguig-City and Pateros	Jennifer Rama	EPS Filipino
Pasig City	Christopher Santos	Principal IV
Valenzuela City	Josie D. Fernando	Principal IV
Caloocan City	Josephine Pelayo	Principal IV
Caloocan City	Romeo Egot	Principal IV



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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: (if needed)	
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	_____



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