



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

**REGIONAL MEMORANDUM**

ORD-2023- 1138

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
*SDO Mandaluyong Taguig-Pateros*

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

**SUBJECT :** **WORKSHOP ON THE DEVELOPMENT AND FINALIZATION OF THE LAC RESOURCE PACKAGE ON UPSKILLING ENGLISH TEACHERS IN LANGUAGE INSTRUCTION**

**DATE :** October 31, 2023

This has reference to attached Memorandum No. DM-CT-2023 dated October 16, 2023, signed by Asec. ALMA RUBY C. TORIO, Officer-In-Charge, Office of the Undersecretary for Curriculum and Teaching, Regional Director, DepEd NCR, relative to the above-captioned activity.

In view thereof, the following are the details of the activity:

Activity	Date	Venue
Workshop on the Development of LAC Resource Package on Upskilling English Teachers in Language Instruction	November 7-10, 2023	Region IV CALABARZON
Workshop on the Finalization of LAC Resource Package on Upskilling English Teachers in Language Instruction	November 14-17, 2023	Region IV CALABARZON

Travel expenses of the participants shall be charged against 2023 BCD-BEC Funds subject to the usual accounting auditing rules and regulations. Please see attached list of documents needed for the reimbursement and submit to CLMD Office.

Immediate dissemination of this Memorandum is desired.

Encls: as stated  
 CLMD/ACG2023



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

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

**CHECKLIST OF SUPPORTING DOCUMENTS  
TRAVELLING DOCUMENTS**

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 (or P200.00 above)	_____
____ 9. Taxi Fare - RER Certification of Expenses (below P 200.00)	_____
____ 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. <b>OTHERS</b>	
<i>a. Certification of no unliquidated cash advance (for CA)</i> _____	
<i>b. Justification/certification - any deviations in the itinerary</i> _____	
<i>c. Official Receipt - airfare, etc.</i> _____	
<i>d. Copy of Liquidation Report</i> _____	
____ 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 C	

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Republic of the Philippines

**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

**MEMORANDUM**  
**DM-CT-2023-**

**TO :** **ALBERTO T. ESCOBARTE**  
Regional Director, Region IV- CALABARZON

**GILBERT T. SADSAD**  
Regional Director, Region V

**RAMIR B. UYTICO**  
Regional Director, Region VI

**EVELYN R. FETALVERO**  
Regional Director, Region VIII

**RUTH L. FUENTES**  
Regional Director, Region IX

**MARIA INES C. ASUNSION**  
Regional Director, Region CARAGA

**WILFREDO E. CABRAL**  
Regional Director, NCR

**FROM :** **ALMA RUBY C. TORIO**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

**SUBJECT :** **WORKSHOP ON THE DEVELOPMENT AND FINALIZATION OF THE LAC RESOURCE PACKAGE ON UPSKILLING ENGLISH TEACHERS IN LANGUAGE INSTRUCTION**

**DATE :** October 16, 2023

In line with the Department of Education's MATATAG agenda, particularly on giving support to teachers to teach better, the Bureau of Learning Delivery (BLD) will spearhead a series of activities on *Upskilling of English Teachers in Language Instruction*. In preparation for these activities, Learning Action Cell (LAC) resource package will be developed to ensure that all teachers receive equal professional development opportunity.



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
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Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

The following are the details of each activity:

Activity	Date	Venue
Workshop on the Development of LAC Resource Package on Upskilling English Teachers in Language Instruction	Nov 7-10, 2023	Region IV CALABARZON
Workshop on the Finalization of LAC Resource Package on Upskilling English Teachers in Language Instruction	Nov 14-17, 2023	Region IV CALABARZON

Annex A indicates the list of participants to the activities. They are requested to confirm their participation by registering through this link: <https://tinyurl.com/LACPackageUpskillingEnglish> on or before **November 3, 2023**. These identified participants have been trained during the Capacity Building of Chief Trainers on Upskilling English Teachers in Language Instruction held last October 24-27, 2023. The same participants are expected to facilitate the sessions and serve as chief trainers during the Capacity Building of Trainers on Upskilling English Teachers in Language Instruction on November 21-24, 2023, for the Luzon cluster and November 28 to December 1, 2023, for the Visayas and Mindanao cluster.

Participants are advised to bring their laptop and arrive at the venue before each activity commences at 8:30 AM on Day 1.

Travel expenses shall be charged against the BEC funds downloaded to regional offices, subject to the usual government accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue. Hiring vehicles is strictly prohibited per accounting rules and regulations.

Compensatory Time-Off (CTO) will be granted in lieu of the workshop days that will fall on holidays in accordance with DepEd Order No. 53, s. 2003, Updated Guidelines on Grant of Vacation Service Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.

For any inquiries or clarifications, please contact Ms. Rosalie E. Bongon, Supervising Education Program Specialist of BLD, through email at [rosalie.bongon@deped.gov.ph](mailto:rosalie.bongon@deped.gov.ph) with a copy furnished at [bld.tld@deped.gov.ph](mailto:bld.tld@deped.gov.ph).

For immediate dissemination and compliance.

Copy furnished:

**REVSEE A. ESCOBEDO**  
Undersecretary for Operations



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Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### Annex A List of Participants

Workshop on the Development of LAC Resource Package on Upskilling English Teachers in Language Instruction

Workshop on the Finalization of LAC Resource Package on Upskilling English Teachers in Language Instruction

Name	Designation	Region
Wenifreda S. Diquit	EPS	IV- CALABARZON
Allan D. Tipan	EPS	IV- CALABARZON
Leticia Alava Rogacion	EPS	IV-CALABARZON
Maricel M. Dineros	EPS	V
Mai Anne Rondola	EPS	V
Maria Grecia M. Renolayan	EPS	V
Noel T. Balubal	EPS	NCR
Ramon M. Belardo, Jr.	EPS	NCR
Donald S. Bruno	School Head	NCR
Nestor Paul M. Pingil	EPS	VI
Jessica P. Gela	EPS	VI
Mary Leilani G. Javines	EPS	VI
Maria Celeste L. Vincoy	Head Teacher I	VIII
Salvador A. Artigo Jr	EPS	VIII
Lorie Emmanuel Arago	EPS	VIII
Rodolf John T. Rodriguez	EPS	IX
Riela Angela C. Josol	EPS	IX
Jusere Ann C Basaya	EPS	IX
Rhoda M. De Los Santos	EPS	CARAGA
Rebecca T. Montante	EPS	CARAGA