

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

**REGIONAL MEMORANDUM**

ORD-2023- 1164

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
*SDO Navotas Quezon City*

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

**SUBJECT :** **CONDUCT OF WORKSHOP ON THE REVISION OF THE NATIONAL SCHOOLS PRESS CONFERENCE (NSPC) MANUAL**

**DATE :** November 7, 2023

This has reference to Memorandum No. DM-OUCT-2023-358 dated October 23, 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 scheduled on November 27- December 1, 2023 at DepEd ECOTECH CENTER, Lahug City, contents of which are self-explanatory, for information and appropriate action.

Enclosed is the list of official participants, for reference.

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

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

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



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

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**Official List of Participants**

**Conduct of Workshop on the Revision of the National Schools Press Conference**  
*November 27-December 1, 2023-DepEd ECOTECH Center Lahug, Cebu City*

<b>Name</b>	<b>Designation</b>	<b>Office/School</b>
Rico Tarectecan	EPS-Filipino	SDO Navotas
Nimfa Gabertan	EPS-English	SDO Quezon City
Kerwin Regis	Principal I	Dalupan E/S-SDO Quezon City



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**Website: [depedncr.com.ph](http://depedncr.com.ph)**

<b>Doc. Ref. Code</b>	RO-ORD-F005	<b>Rev</b>	00
<b>Effectivity</b>	01.26.23	<b>Page</b>	2 of 1



Republic of the Philippines  
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NATIONAL CAPITAL REGION

**CHECKLIST OF DOCUMENTS**

**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	_____
___ <b>11. Letter of Invitation (NA)</b>	_____
___ 12. DepEd Memorandum/Reference	_____
___ 13. Certificate of Appearance/Participation	_____
___ 14. Photocopy of ATM – Landbank Account	_____
___ 15. <b>OTHERS:</b>	
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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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	3 of 1



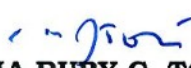
Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**

DM-OUCT-2023- 358

**TO** : **MINISTER, MBHTE-BARMM  
REGIONAL DIRECTORS**

**FROM** :   
**ALMA RUBY C. TORIO**  
Assistant Secretary  
Officer-In-Charge  
Undersecretary for Curriculum and Teaching

**SUBJECT** : **CONDUCT OF WORKSHOP ON THE REVISION OF THE  
NATIONAL SCHOOLS PRESS CONFERENCE (NSPC)  
MANUAL**

**DATE** : October 23, 2023

In view of the conduct of the 2024 National Schools Press Conference (NSPC), the Department of Education (DepEd), through the Bureau of Curriculum Development (BCD), will hold a Workshop on the Revision of the National Schools Press Conference (NSPC) Manual from November 27 to December 1, 2023 at DepEd ECOTECH CENTER, Lahug, Cebu City.

The workshop will be attended by **regional journalism supervisors, division journalism supervisors** and **select head teachers** with journalism background. They are expected to deliberate and finalize the 2024 NSPC Manual, which includes the guidelines on the individual, group, and school paper contests. Participants will also discuss issues and concerns in the conduct of 2024 NSPC as well as other queries about the event.

The first meal is breakfast on November 27, while last meal is lunch of December 01, 2023. Board and lodging shall be charged against the Development and Promotion of Campus Journalism (DPCJ) funds subject to usual government auditing rules and regulations, while travel expense was downloaded to different regions with SUB-ARO Nos. 2708 – 2723.

For other inquiries and concerns, please coordinate with Supervising Education Program Specialists and Focal Persons for NSPC: Mr. Ricardo Ador Dionisio at [ricardo.adordionisio@deped.gov.ph](mailto:ricardo.adordionisio@deped.gov.ph) and/or Ms. Roseta Comiso-Gallo at [roseta.comiso@deped.gov.ph](mailto:roseta.comiso@deped.gov.ph).

For your information and guidance.

Copy furnished:

**Atty. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)





Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Number of Participants per region

Regions	Regional Supervisors	Division Supervisors	Select Head Teachers	Total
1	1	1	1	3
2	1	1	1	3
3	1	1	1	3
4A CALABARZON	1	1	1	3
4B MIMAROPA	1	1	1	3
5	1	1	1	3
6	1	1	1	3
7	1	1	1	3
8	1	1	1	3
9	1	1	1	3
10	1	1	1	3
11	1	1	1	3
12	1	1	1	3
CARAGA	1	1	1	3
NCR	1	1	1	3
CAR	1	1	1	3
BARMM	1	1	1	3
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>51</b>