

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

November 7, 2023

REGIONAL MEMORANDUM

No. 1169, s. 2023

To: Schools Division Superintendent, SDO Pasig City
 Schools Division Superintendent, SDO Marikina City

**ADDENDUM TO REGIONAL MEMORANDUM ORD-2023-11-6-12478 ON THE
 ROUNDTABLE CONFERENCE ON THE REVISED POLICY ON HOMESCHOOLING
 PROGRAM**

1. Pursuant to the abovementioned regional memorandum dated November 6, 2023, this Office identified additional participants in the said activity.

NAME	DESIGNATION	OFFICE
1.Ma. Victoria M. Cuervo	Principal III	Rizal Experimental Station and Pilot School of Cottage Industries (RESPSCI), Pasig City
2.Ana Marie R. Nobleza	School Administrator	Infant Jesus Academy, Marikina City

2. All other provision from the cited issuance relative to the activity shall remain in effect. Enclosed is the memorandum for reference.
3. It is of utmost importance that this Memorandum is immediately disseminated widely, and strict compliance with its provisions is expected.


WILFREDO E. CABRAL, CESO III
 Regional Director

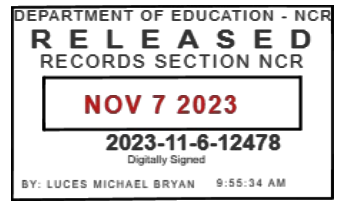
Encl.: As stated
 Reference: RM-ORD-2023-11-6-12478
 To be indicated in the Perpetual Index



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2023-_____

TO : **SHERYLL T. GAYOLA**
 Schools Division Superintendent
SDO Pasig City

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

SUBJECT : **ROUND TABLE CONFERENCE ON THE POLICY ON HOMESCHOOLING PROGRAM**

DATE : November 6, 2023

This has reference to the attached Memorandum DM-CT-2023-270 dated August 29, 2023, signed by Gina O. Gonong, Undersecretary for Curriculum and Teaching, relative to the above-captioned activity on **November 8-10, 2023 in Tanza Oasis, Cavite City.**

Enclosed is the list of participants in the activity phase.

Travel expenses shall be charged to ADM funds, while travel expenses against the FLO-ADM subject to the usual government accounting and auditing rules and regulations. Please see the attached list of documents needed for reimbursement and submit it to the CLMD Office.

Immediate dissemination of this Memorandum is desired.

Encl/s: as stated
 CLMD/AETan2023



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

Enclosure 1

Regional Participants
ROUND TABLE CONFERENCE ON THE POLICY ON HOMESCHOOLING PROGRAM
TANZA OASIS, CAVITE CITY

Name	Office/ Designation	Date
1. LOUIE C. DUTERTE	Education Program Supervisor QAD	November 8-10, 2023
2. DR. PERLITA M. IGNACIO	SDO ADM Focal SDO Pasig City	



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	2 of 1



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

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	_____

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



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	3 of 1