

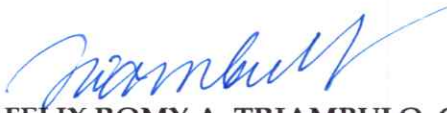


Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memorandum
No. 219s, 2022

TO : ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS (CID & SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEM. & SEC. SCHOOL HEADS
ADMINISTRATIVE OFFICER V
ALL OTHERS CONCERNED
This Division

FROM : 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

SUBJECT : SEMINAR ON THE GUIDELINES ON THE USE OF ADDITIONAL
PROGRAM SUPPORT FUND (PSF) FOR THE REIMBURSEMENT OF
COMMUNICATION EXPENSES CUM 2ND POST PANDEMIC
EMPLOYEES MONTHLY BLENDED TRAINING AND CONFERENCE

DATE : June 2, 2022

1. Pursuant to **Unnumbered Memorandum** dated October 13, 2021 from *Atty. Nepomuceno A. Malaluan*, re: *Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses*, this division through the Human Resource Development Section, School Governance and Operations Division (HRDS-SGOD) will conduct **Seminar on the Guidelines on the Use of the additional Program Support Fund (PSF) for the reimbursement of the communication expenses cum 2nd Post Pandemic Employees Monthly Blended Training and Conference on June 9, 2022 at DepEd Conference Hall.**
2. This activity aims to:
 - a. provide awareness on the Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of Communication Expenses.
 - b. Provide input regarding the delivery of Education services.
3. The expected participants of this activity are SDS, ASDS, Chiefs, EPSs, PSDSs, School Heads, Section/Unit Heads, Education Program Specialist, Program/Process Owners.
4. Meals and snacks of the participants during the conduct of the **Seminar on the Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of Communication Expenses Cum 2nd Post Pandemic Employees Monthly Blended Training**

Department of Education
Division of DepEd

RELEASED

NO. 219 DATE 6/12/22
TIME 11:58 BY [Signature]



 Sunset Boulevard, Dawo, Dapitan City
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and Conference shall be chargeable against 2022 HRD Fund non-teaching subject to the usual accounting and auditing rules and regulations.

5. For query, you may contact Michelle V. Torres, SEPS-HRDS, SGOD with Cellphone No. 09982945472.
6. Immediate dissemination of and appropriate action for this memorandum is desired.



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TRAINING PROPOSAL

I. **Activity: Seminar on the Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of Communication Expenses Cum 2nd Post Pandemic Employees Monthly Blended Training and Conference**

II. **Date: June 9, 2022**

III. **Venue: DepEd Conference Hall**

IV. **Participants: 60 pax**

V. **Budgetary Requirement: Php 36, 000.00**

VI. **Source of Funds: 2022 HRD Fund Non-Teaching**

VII. Background and Rationale

The Department of Education (DepEd) Through the National Educators Academy of the Philippines (NEAP) has successfully undertaken the "Procurement of Mobile Data, Call and Text Package for the Professional Development Teachers" which will provide for a total of 626,085 Prepaid SIM Cards to public school teachers nationwide.

In connection with this, this division through the Human Resource Development Section, School Governance and Operations Division (HRDS-SGOD) will conduct **Seminar on the Guidelines on the Use of the additional Program Support Fund (PSF) for the reimbursement of the communication expenses cum 2nd Post Pandemic Employees Monthly Blended Training and Conference on June 9, 2022 at DepEd Conference Hall.**

VIII. This activity aims to:

- provide awareness on the Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of Communication Expenses.
- Provide input regarding the delivery of Education services.

IX. The expected participants of this activity are SDS, ASDS, Chiefs, EPSs, PSDSs, School Heads, Section/Unit Heads, Education Program Specialist, Program/Process Owners.

X. Meals and snacks of the participants during the conduct of the **Seminar on the Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of Communication Expenses Cum 2nd Post Pandemic Employees Monthly Blended Training and Conference** shall be chargeable against 2022 HRD Fund non-teaching subject to the usual accounting and auditing rules and regulations.

XI. Training Methodologies

The workshop will be conducted using Online and Face to Face modality. Qualified participants on the face will be coming from SDO Proper.



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XII. Activity Implementation Plan

Activity	Schedule	Persons Responsible
Submission of Activity Proposal	June 2, 2022	Michelle V. Torres- SEPS
Submission of PR for supplies & accommodation	June 2, 2022	Michelle V. Torres- SEPS
Canvass and procurement of supplies & Accommodation	June 3, 2022	Mr. Nathaniel A. Mendiola Supply Officer
Issuance of Division Memorandum on the conduct of the training	June 6, 2022	Felix Romy A. Triambulo Schools Division Supt.
Preparation of Materials and Presentations	June 8, 2022	Michelle V. Torres SEPS and TWG
Training proper	June 9, 2022	Speakers/Facilitators/TWG

XIII. Financial Requirements

A. Meals and Snacks

Quantity	Unit of Issue	Particulars	Unit Price	Total Price
60	pax	Meal and Snacks	600.00	36, 000.00
			Total	P 36, 000.00

XIV. Working Committees

Committees	Focal Person	Roles and Responsibilities
Registration	Michelle V. Torres Senior Education program Specialist	Takes charge in the registration of participants, reproduction of hand-outs, and other forms
Procurement of supplies, materials, snacks and professional fee of the speaker	Nathaniel A. Mendiola AO IV (Supply/Cash)	Responsible in the procurement of supplies, materials, snacks and professional fee of the speaker
Certificates and Appearance	Johann Andrie A. Ladera	Prepares and print the Certificates of participation, recognition, and appearance



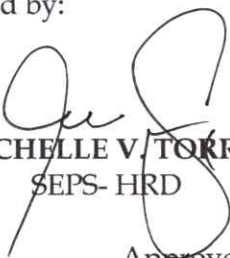



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Online Platform	Lauriel A. Balucan & Anthon John S. Soriano	Responsible for the Virtual/google meet application
Report and Documentation	Vicente Ramon V. Suarez II	Prepare and submit documentary, pictorials, and narrative report to SDS
Monitoring & Evaluation	Nueva A. Andag, Ed.D	Take charge of the online monitoring and, evaluation during the conduct and submit the findings to the focal person
Finance	Olga P. Miranda, CPA Accountant III	Processes documents for the payment of obligations and sources out funds for the training

Prepared by:

Recommending Approval:


MICHELLE V. TORRES
SEPS- HRD


SHERLITO E. SAGAPSAPAN
Chief Education Supervisor. SGOD

Approved:


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

