



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

No. **211** s. 2016

TO : Schools Division Superintendents
 Abra, Baguio and Kalinga Divisions

FROM : **ATTY. SEBASTIAN G. TAYABAN**
 Chief, Administrative Officer, Finance
 Officer-In-Charge

RELEASED
 AUG 05 2016
 DEPED-CAR Time: _____

SUBJECT : Submission of Liquidation Report in the Conduct of Senior High School
 Technical -Vocational Livelihood Teachers Training

DATE : August 4, 2016

1. This has reference to the conducted trainings of Senior High School -TVL teachers last May 31 to June 10, 2016 in above Schools Division Offices. This office is requesting your good office to liquidate the amount downloaded to your respective divisions. As follows:

TVL Components	No. of Participants	Venue of Trainings	Date of Training	Amount downloaded to the divisions
Agri-Fishery Arts	31	Baguio City Division	May 31 to June 4, 2016	P167,400.00
Industrial Arts	52	Abra Division	June 1 to 5, 2016	P280,800.00
Information Computer Technology	22	Kalinga Division	June 6 to June 10, 2016	P118,800.00

2. Likewise, attach is the following requirement documents of technical and financial reports to be submitted on or before August 18, 2016 to the CLMD, DepEd-CAR in three (3) copies to be transmitted to DepEd-Central Office as a requirements in the release of budget for the second bath of TVL training.

1. Technical Report on the training program	2. Financial Report should contain details of expenditures. As follows:
a. Program description	a. Board and Lodging
b. Training design and trainers	b. Training materials
c. Names and number of participants per specialization	c. Administrative cost
d. Summary of attendance	
e. Results Analysis of Evaluation	
f. Photo Documentation	

3. For your information and appropriate action.