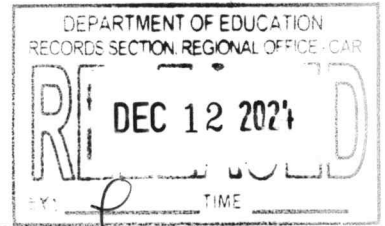




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



11 December 2024

REGIONAL MEMORANDUM

No: 901-2024

DOWNLOADING OF TRAVEL EXPENSES FOR THE CONDUCT OF EDUCATION WEEK: CELEBRATING GAINS, STAKEHOLDERS' CONVERGENCE IN BASIC EDUCATION AND OTHER PARTNERSHIP ACTIVITIES

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. This office will download travel expenses from the Partnership Program Support Fund of DepEd-CAR for the SDO participants who attended the Education Week: Celebrating Gains and Stakeholders' Convergence in Basic Education held at DepEd-CAR Regional Office and for other partnership activities of the SDOs.

2. Below is the allocation of funds per participant for your guidance. Additional funds to be downloaded were requested by the SDOs due to the depleted partnership fund previously downloaded and with no available local funds.

SDO	Name of Participant	Activity Attended	Amount to be Downloaded
Abra	Bless Maricar Ramos	Education Week	4,160.00
Apayao	Emely Cortez	Education Week & Partnership activities	6,525.00
Mt. Prov.	Sonia Batnag	Education Week & Partnership activities	5,960.00
TOTAL			16,645.00

3. The allotment shall be for the travelling expenses including accommodation and food of SDO Partnership focal persons during the Education Week and for other partnership activities. Travelling expenses for other SDO partnership focal persons not mentioned above shall be charged to local funds subject to existing budgeting, accounting, and auditing rules and regulations and internal policies. The SMN Partnership focal persons who attended the Education Week were not included in the accommodation and meals on December 5-6, 2024 however lunch meal was provided during the activity proper.

4. For concerns or clarifications, please contact Georgina C. Ducayso, Education Support Services Division Chief, at car.essd@deped.gov.ph or Mayclaire Aquino-Jimenez, Project Development Officer IV and Partnership Focal, through e-mail at mayclaire.jimenez@deped.gov.ph or mobile number 09178592657.

5. Immediate dissemination of and compliance with this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/Regional Director

ESSD/GCD/mjp Downloading of funds for partnership-related activities
 December 10, 2024



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