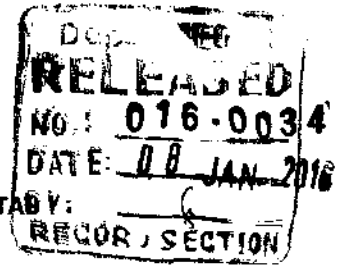




Republic of the Philippines  
Region VII, Central Visayas  
SCHOOLS DIVISION OF NEGROS ORIENTAL  
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**TRAVEL ORDER**

January 7, 2016

**TD : MRS. ESTERLINA B. PARAGOSO**  
EPS, Indigenous Peoples Education (IPEd) Program Coordinator

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1. This is to inform you of your attendance to the 2015 National Conference on IPEd Program Monitoring, Evaluation, and Planning on January 11-15, 2016 at Forest Park Resort, Brgy., Taculing, Bacolod City.
2. Travel and other incidental expenses shall be charged to IPEd funds subject to the usual accounting and auditing rules and regulations.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent

**Subject:** Memo\_2015 Year-end National Conference on IPed Program Monitoring, Evaluation, and Planning

**From:** Marc Brian Manlubatan (marc.manlubatan@deped.gov.ph)

**To:** joepobsky@yahoo.com; alsregion2@yahoo.com; thelmalalayon@yahoo.com; rap.deped@gmail.com; viviandeped@yahoo.com; arnold\_montemayor@yahoo.com; clmt.calabarzon@yahoo.com; elyjacob\_36@yahoo.com.ph; franciscobulalacao@yahoo.com; epgonzaga@yahoo.com; marilynmiranda1225@ymail.com; roseguino@ymail.com; alma\_beton@yahoo.com; valledorjosephine@yahoo.com.ph; niel\_012373@yahoo.com; mhanny\_vallejo@yahoo.com; johnnysumugat@gmail.com; elizabethsulan@gmail.com;

**Cc:** ipseo.deped@gmail.com; cordi.prime@yahoo.com; rozanno.rufino@deped.gov.ph;

**Bcc:** ebparagoso@yahoo.com;

**Date:** Tuesday, January 5, 2016 7:36 PM

Dear Regional IPed Focal Persons,

Please see attached memo for the 2015 Year-end National Conference on IPed Program Monitoring, Evaluation, and Planning on January 11-15, 2016 at Forest Park Resort, Brgy. Taculing, Bacolod City. Please be reminded po that we are **expected to arrive at the venue on the afternoon of January 10, 2016 (Sunday)**.

Please disseminate to our Division Focal Persons.

Thank you!

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**MARC BRIAN T. MANLUBATAN**  
*Project Development Officer III*  
Indigenous Peoples Education Office (IPsEO)  
DEPARTMENT OF EDUCATION  
M108 Mabini Building, DepEd  
Complex, Meralco Avenue  
1600 Pasig City, Philippines

Telefax: (02)6337212  
Mobile: 09178712464

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## Attachments

- Memo\_2015 Year-end National Conference on IPed Program Monitoring, Evaluation, and Planning.pdf (15.47MB)

breakfast of January 15, 2016 (Friday). The program will officially start at 8:00 am of January 11, 2016 (Monday).

- Travel expenses of participants shall be charged to their respective Regional and Division IPED Program Support Fund (PSF) FY 2015, subject to the usual accounting and auditing rules and regulations (including accommodation expenses in cases when the participant arrives earlier/leaves later than specified in the official schedule of the activity due to the availability of flights, trips to and from the venue).

Attached to this memo is the list of participants. **Please take note that only two (2) slots are allotted per regional office (for the Primary and Alternate Focal Persons), while one (1) slot is allotted per division (for the Primary Focal Person).**

- In preparing your travel authority, please consider the required travel time to reach the venue to ensure that you **arrive on time for the start of the Program and leave the venue at the end of the Program**. It has been observed in past activities that some focal persons either arrive late and/or leave earlier than what is prescribed in the program.
- Each Region is advised to have at least one (1) laptop for use during the regional report/data consolidation.

5. For clarifications and confirmation of participants, please contact Mr. Marc Brian T. Manubatan of the DepEd-IPsEO at telephone number (02) 633-7212, mobile 0917-8712464, or email address [ipsco@deped.gov.ph](mailto:ipsco@deped.gov.ph).
6. For logistical concerns, particularly on how to reach the venue and food preference/restrictions, kindly get in touch with Ms. Marilyn V. Anida of DepEd - Division of Negros Occidental at 0933-6046706 or email address [marilyn.anida@yahoo.com](mailto:marilyn.anida@yahoo.com).
7. For your appropriate action.