



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

www.depednegor.net

November 27, 2019

TRAVEL ORDER

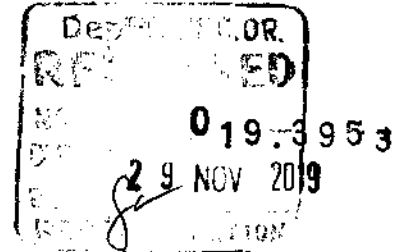
NO. 1734s. 2019

TO: **DENNIS CHARL F. ANDALAJAO – SEPS-M&E**
DAE P. HABALO – SEPS-Planning and Research

PURPOSE: **To attend Asia Pacific Economic Cooperation (APEC) Concept Note Writing Workshop**

DATE: **November 28-29, 2019**

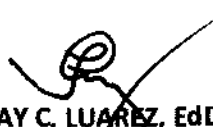

VENUE: **Acacia Hotel Bacolod, Burgos St. Ext., Reclamation Area, Bacolod City**



ALLOWED/CHARGED TO: (Division MODE subject for usual accounting and auditing rules and regulations)

- _____ : Registration/Transportation and other expenses
- _____ : Transportation/per diems
- _____ : On official time/business only
- X : Transportation/per diem & other incidental expenses

For the Schools Division Superintendent:


FAY C. LUAREZ, EdD., PhD., TM
OIC – Assistant Schools Division Superintendent
Office In-Charge 



Republic of the Philippines
Department of Education
 CENTRAL VISAYAS REGION



Office of the Regional Director

URGENT

(PPRD-19-008)

MEMORANDUM

TO : SDS DEXTER Y. AGUILAR, Division of Bais City
 SDS LELANIE T. CABRERA, Division of Bayawan City,
 SDS BIANITO A. DAGATAN, Division of Bohol
 SDS RHEA MAR A. ANGTUD, Division of Cebu City
 SDS ROSALIE M. PASAOL, Division of City of Naga
 SDS WILFREDA O. BONGALOS, Division of Lapu-Lapu City
 SDS NIMFA D. BONGO, Division of Mandaue City
 SDS SENEN P. PAULIN, Division of Negros Oriental
 SDS EVANGEL M. LUMINARIAS, Division of Talisay City
 DR. EMILIANO B. ELNAR, JR., Chief of QAD

FROM : 
 SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
 Director III
 Officer-in-Charge
 Office of the Regional Director 

SUBJECT : **ADDENDUM ON ASIA PACIFIC ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP ON 28-30 NOVEMBER 2019 IN BACOLOD CITY**

DATE : November 19, 2019

1. Enclosed is a Memorandum from **DIR. MARGARITA CONSOLACION C. BALLESTEROS**, External Partnerships Service – Office of the Director (EPS-OD), re conduct of **ASIA PACIFIC ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP** on November 28-30, 2019 at Acacia Hotel Bacolod, Burgos Street Ext., Reclamation Area, Bacolod City.
2. The following Schools Division Offices (SDOs) are directed to send participants to this activity, following the number of slots specified below, to wit:

1. Bais City	-	1
2. Bayawan City	-	1
3. Bohol	-	2
4. Cebu City	-	2
5. City of Naga	-	1
6. Lapu-Lapu City	-	1
7. Mandaue City	-	1
8. Negros Oriental	-	2
9. Talisay City	-	1
10. QAD RO7	-	Dr. Emerson Degamo

3. For details, refer to attached communication and/or contact Mr. Rey Tan at 09177274972. Please send text message for confirmation of attendance.
4. For the information and compliance of all concerned.

/STI/CAE/MGB/pt




Republic of the Philippines
Department of Education
CENTRAL VISAYAS REGION

Office of the Regional Director

(PPRD-2019-007)

MEMORANDUM

TO : SDS MA. THERESA V. AVANZADO - Division of Tanjay City
SDS ORLANDO G. CADANO - Division of Toledo City
SDS GREGORIO CYRUS R. ELEJORDE - Division of Dumaguete City
SDS ROSELLER N. GELIG - Division of Bogo City
SDS LEAH P. NOVERAS - Division of Danao City
CES MISAEL G. BORGONIA - PPRD-RO7

FROM :  SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

SUBJECT : ASIA PACIFIC ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP
ON 28-30 NOVEMBER 2019 IN BACOLOD CITY

DATE : November 19, 2019

1. Enclosed is a Memorandum from **DIR. MARGARITA CONSOLACION C. BALLESTEROS**, External Partnerships Service – Office of the Director (EPS-OD), re conduct of **ASIA PACIFIC ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP** on November 28-30, 2019 at Acacia Hotel Bacolod, Burgos Street Ext., Reclamation Area, Bacolod City.
2. The participants of DepEd Region VII to this activity are the following:
 - a. Dr. Nelson A. Caday - Chief-SGOD - Division of Dumaguete City
 - b. Dr. Juditha O. Mapue - Chief-CID - Division of Dumaguete City
 - c. Dr. Norma M. Lepiten - Chief-SGOD - Division of Bogo City
 - d. Dr. Ma. Kenneth S. Nengasca - Chief-CID - Division of Toledo City
 - e. Dr. Lilia R. Yabañez - Chief-CID - Division of Danao City
 - f. Dr. Milagros G. Suyo - Chief-SGOD - Division of Tanjay City
 - g. Mr. Rey P. Tan - EPS - Policy, Planning, and Research Division (PPRD)
3. For details, refer to attached communication and/or contact Mr. Rey Tan at 09177274972.
4. For the information and compliance of all concerned.

/STJ/CAE/MGB/rpt



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City




Tanggapan ng Direktor
Office of the Director

INTERNATIONAL COOPERATION OFFICE
Direct Line : (+632) 637-6463
Fax : (+632) 637-6462
E-mail : ico@deped.gov.ph

MEMORANDUM

TO : **GEMMA M. LEDESMA**, Regional Director, Region VI
SALUSTIANO T. JIMENEZ, Regional Director, Region VII
RAMIR B. UYTICO, Regional Director, Region VIII

FROM : 
MARGARITA CONSOLACION C. BALLESTEROS
Director IV

SUBJECT : **ASIA PACIFIC ECONOMIC COOPERATION (APEC)**
Concept Note Writing Workshop on 28-30 November
2019 in Bacolod City

DATE : 8 November 2019

The Department of Education assumed the Philippine Asia Pacific Economic Cooperation – Human Resource Development Working Group (PHL-APEC HRDWG) last 10 March 2017 and ICO, as the lead office for international matters, was assigned to serve as the Secretariat of the working group. The PHL-APEC HRDWG is composed of nine (9) other member agencies, namely Department of Foreign Affairs (DFA), the Commission on Higher Education (CHED), the Department of Labor and Employment (DOLE), the Department of Science and Technology (DOST), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), the Department of Trade and Industry (DTI), the Department of Health (DOH), and the Professional Regulation Commission (PRC).

The **APEC HRDWG** is one of the 14 Working Groups of APEC and conducts its projects through the following networks: Education Network (EDNET), Labor and Social Protection Network (LSPN), and Capacity Building Network (CBN). In the Philippines, the member-agencies responsible for each Network are as follows: EDNET – DepEd, CHED and DOST; LSPN – DOLE, DFA, DSWD, PRC, and DOH; CBN – TESDA and DTI.

Projects are also an essential part of APEC's efforts to support sustainable economic growth and prosperity in the Asia-Pacific region. They help translate APEC Ministers' and Economic Leaders' policy directions into

actions, and create tangible benefits for people living in the Asia-Pacific region. APEC projects include seminars, workshops, capacity-building publications, and research. All APEC projects pass through five successive stages which are known as the APEC project cycle.

The initial and a very important stage of the project cycle is the development and submission of a Concept Note. Concept Note preparation and submission involve tedious process as it has to be concise and consistent with APEC's funding guidelines. Hence, to get an approval for APEC funding, it is vital to ensure that the Concept Note is well-planned and carefully and skillfully crafted.

The objective of the workshop is to impart knowledge, guidance, and to acquaint Department of Education's personnel on getting APEC Funding in the education sector.

We are inviting Schools Division Superintendents, Assistant Schools Division Superintendents, Chiefs – Policy, Planning, and Research Division (PPRD), and Senior Education Program Specialists (PPRD).

Breakdown of Participants for each Region/Division Office

	SDS	ASDS	CHIEF-PPRD	SEPS-PPRD	TOTAL
Region VI	4	4	6	6	20
Region VII	4	4	6	6	20
Region VIII	4	4	6	6	20

Please be informed that accommodation and meals during the Workshop will be provided. First meal to be served will be Dinner on 28 November 2019 and last meal is Breakfast on 30 November 2019. Travel expenses including airfare, local transportation, meals not included in the forum and other incidental expenses shall be charged from your local funds.

We will appreciate receiving the confirmed list of participants on or before **22 November 2019**. Kindly email list of confirmed participants to ico@deped.gov.ph and cc jaymee.carreon@deped.gov.ph.

The administrative note providing the venue, program and accommodation details shall follow.

For further queries or concerns on the matter, kindly contact our International Cooperation Office (ICO) at telephone number (02) 637-6463 or email address ico@deped.gov.ph.

Thank you very much.

Attachments:

- A. Concept Note
- B. Tentative Program of Activities



Tanggapan ng Direktor
Office of the Director

INTERNATIONAL COOPERATION OFFICE
Direct Line : (+632) 637-6463
Fax : (+632) 637-6462
Email : ico@deped.gov.ph

CONCEPT NOTE

Background and Rationale

The Department of Education assumed the Philippine Asia Pacific Economic Cooperation – Human Resource Development Working Group (PHL-APEC HRDWG) last 10 March 2017 and ICO, as the lead office for international matters, was assigned to serve as the Secretariat of the working group. The PHL-APEC HRDWG is composed of nine (9) other member agencies, namely Department of Foreign Affairs (DFA), the Commission on Higher Education (CHED), the Department of Labor and Employment (DOLE), the Department of Science and Technology (DOST), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), the Department of Trade and Industry (DTI), the Department of Health (DOH), and the Professional Regulation Commission (PRC).

The APEC HRDWG is one of the 14 Working Groups of APEC and conducts its projects through the following networks: Education Network (EDNET), Labor and Social Protection Network (LSPN), and Capacity Building Network (CBN). In the Philippines, the member-agencies responsible for each Network are as follows: EDNET – DepEd, CHED and DOST; LSPN – DOLE, DFA, DSWD, PRC, and DOH; CBN – TESDA and DTI.

Projects are also an essential part of APEC's efforts to support sustainable economic growth and prosperity in the Asia-Pacific region. They help translate APEC Ministers' and Economic Leaders' policy directions into actions, and create tangible benefits for people living in the Asia-Pacific region. APEC projects include seminars, workshops, capacity-building publications, and research. All APEC projects pass through five successive stages which are known as the APEC project cycle.

The initial and a very important stage of the project cycle is the development and submission of a Concept Note. Concept Note preparation and submission involve tedious process as it has to be concise and consistent with APEC's funding guidelines. Hence, to get an approval for APEC funding, it is vital to ensure that the Concept Note is well-planned and carefully and skillfully crafted.

Objectives

1. To impart knowledge and guidance on how to plan and prepare an APEC Concept Note.
2. To prepare each agencies' sample APEC Concept Note ready for approval.

Participants of the Forum will include:

- a. Schools Division Superintendents
- b. Assistant Schools Division Superintendents
- c. Chief, PPRD
- d. Senior Education Program Specialist, PPRD

Venue and Schedule

	Batch	Venue	Date
1	Luzon	NCR	21 November 2019
2	Visayas	Bacolod City	29 November 2019
3	Mindanao	Butuan City	5 December 2019



CONCEPT NOTE WORKSHOP
PROGRAM OF ACTIVITIES
VENUE (TBC)

Time	Activity
21 November 2019	
08:30 – 09:30	Registration
9:30 – 10:00	Opening Ceremony <i>Welcome Remarks</i> Director Margarita Ballesteros Director IV Department of Education, International Cooperation Office (ICO) Cultural Presentations c/o of Regional Office Photo Opportunity Coffee Break
10:00 – 11:00	Introduction to Asia Pacific Economic Cooperation and Overview of the Workshop Mr. Oliver Delfin Acting Director, DFA-APEC National Secretariat



INTERNATIONAL COOPERATION OFFICE

ICOO

11:00 – 12:00 Funding Information

Mr. Oliver C. Delfin
Acting Director, DFA-APEC National Secretariat

12:00 – 1:00 LUNCH

1:00 – 2:00 Drafting Concept Note Writing

Mr. Oliver C. Delfin
Assistant Director, DFA-APEC National Secretariat

2:00 – 3:00 Drafting Project Proposal Writing

Mr. Oliver C. Delfin
Assistant Director, DFA-APEC National Secretariat

3:00 – 4:00 Hands-on Learning

Mr. Oliver C. Delfin
Assistant Director, DFA-APEC National Secretariat

4:00 – 5:00 Presentation and Critiquing of Concept Notes

5:00 – 5:15 Closing Remarks

Director Margarita Ballesteros
Director IV
Department of Education, International Cooperation Office (ICO)