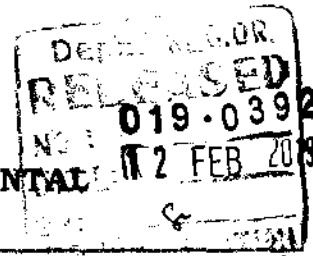




Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

www.depednegor.net



February 4, 2019

TRAVEL ORDER

NO. 183, s. 2019

TO :

WILFREDA D. BONGALOS	- SDS
DR. FAY C. LUAREZ	- ASDS
DR. RACHEL B. PICARDAL	- CHIEF, SGOD
MS. LANI YURONG	- AO V
DR. DAN P. ALAR	- BAC MEMBER
ENGR. PHILIP TUBOG	- ENGINEER
MS. ALICIA SAGOLILI	- CASHIER
MS. TARA GAY DAPAT	- RECORDS OFFICER
MR. HENRY BALAHAN	- SUPPLY OFFICER
MS. REMYLIN GAO-GAO	- IT OFFICER
MR. JOSEPH R. GEMINA	- DRRM COORDINATOR
DR. MELCHORA DIOSDADA ASDILLO	- HEALTH OFFICER
ENGR. ERWIN PINUTO	- YOUTH FORMATOR

OFFICE : Division of Negros Oriental

PURPOSE : To attend the **DepEd SIPAG 2019 Regional Cluster Conferences**

DATE OF TRAVEL : February 24-27, 2019

VENUE/PLACE : **Subic Bay Exhibition Center, Efficiency Street, Subic Bay Gateway Park, Subic Bay Freeport Zone 2222, Philippines**

ALLOWED/CHARGED TO: **Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.**

: Transportation and other incidental expenses

: Board and Lodging

WILFREDA D. BONGALOS, PH.D., CESOV
 Schools Division Superintendent

2/4/19

Name of Participant	Designation	DepEd E-mail Address	Mobile Number	Travel Details(Clark)	
				ETA	ETD
Wilfreda Bongalos	SDS	wilbongalos@yahoo.com	9177704311		
Fay Luarez	ASDS	fay.luarez@deped.gov.ph			
Rachel Picardal	SGOD Chief	rachelpicardal@yahoo.com			
Lani Yurong	AO V	lani.yurong001@deped.gov.ph			
Dan Alar	BAC Member	dan.alar@deped.gov.ph			
Philip Tubog	Engineer	philip.tubog@deped.gov.ph			
Alicia Sagolili	Cashier	alicia.sagolili@deped.gov.ph			
Tara Gay Dapat	Records Officer	tara.dapat@deped.gov.ph			
Henry Balahan	Supply Officer	henry.balahan@deped.gov.ph			
Remylin Gao-gao	IT Officer	remylin.gaogao@deped.gov.ph	9771707461		
Joseph R. Gemina	DRRM Coordinator	joseph.gemina@deped.gov.ph	9279651919		
Melchora Asdillo	Health Officer	melchora.asdillo06@yahoo.com			
Erwin Pinuto	Youth Formator	sachabiline@yahoo.com			

PRIVACY NOTICE:

"All Information shall be used by the Department of Education for legitimate purposes specifically for DepEd SIPAG 2019 Event, organized by the Office of the Undersecretary for Administration and shall be processed by authorized personnel in accordance with the Data Privacy Policies of the Department."

- Office of the Undersecretary for the Administration

*Please indicate the respective arrival/departure time and dates at Clark International Airport. Otherwise, place NA.

DepEd SIPAG 2019

Synchronized Instructions, Procedures and Guidelines Regional Cluster Conferences on Administration, Procurement, Finance and Operations Subic Bay Freeport Zone, February-March 2019

PARTICIPANTS

CLUSTER A - ADMINISTRATION Pg. 21 - 27

Regional Level	Division Level
1. Regional Director	1. Schools Division Superintendents
2. Assistant Regional Director	2. Assistant Schools Division Superintendents
3. Education Support Services Division Chiefs	3. School Governance and Operations Division Chiefs
4. Chief Administrative Officer - Admin Section	4. Administrative Officer V - Admin Section
5. Bids and Awards Committee Member	5. Bids and Awards Committee Member
6. Regional Engineer	6. Division Engineer
7. General Services Officer	7. Cashier
8. Cashier	8. Records Officer
9. Records Officer	9. Supply Officer
10. Supply Officer	10. ICT Officer
11. ICT Officer	11. DRRM Coordinator
12. DRRM Coordinator	12. Health Officer
13. Health Officer	13. Youth Formator
14. Youth Formator	

CLUSTER B - FINANCE Pg. 28 - 29

Regional Level	Division Level	IU Level
1. Regional Chief Administrative Officer	1. Division Budget Officer	1. Selected Finance Officers to be identified by the Regional Chief Administrative Officer (CAO)
2. Regional Budget Officer	2. Division Accountant	
3. Regional Accountant		1 per Division



Handwritten mark or signature