



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG CATANDUANES**

MEMORANDUM

TO: Mary Jean S. Romero, Chief ES  
Romel G. Petajen, Chief ES  
Carol P. Gil, SEPS HRD  
SEPS, SMME  
Liza R. Bernardo, AO-V Budget Officer

By Authority of the OIC Schools Division Superintendent

FROM: *[Signature]*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III, Legal Officer  
Officer-In-Charge *[Signature]*

SUBJECT: ATTENDANCE TO NEAP R5 PROGRAM IMPLEMENTATION REVIEW

DATE: October 9, 2024

1. Per Regional Memorandum No. 01128 s. 2024 titled "NEAP R5 Program Implementation Review, you are hereby advised to participate in the said activity on October 24-25, 2024, in a venue which is to be announced in a separate issuance.
2. The aims of the workshop are the following:
  - a. To present the status of SDO DTOT and SBTT implementation
  - b. To identify implementation gaps and emerging practices in the DTOT and SBTT implementation based on the QAME Report; and
  - c. To report status of utilization of all HRD funds downloaded including variances and catch-up plans.
4. Likewise, expected participants are directed to accomplish and submit report needed on or before October 15, 2024. Template can be downloaded and submitted to this link: <https://bit.ly/NEAP-BicolMidyearPerformanceReview2024>.
5. In addition, participants are instructed to register to pre-register to this link, <https://bit.ly/Pre-Registration-ConfirmationforLive-inAccommodation>. They are advised to bring their own laptops for the workshop.
6. Board and Lodging of all participants shall be charged from the RO HRD funds while the travel expenses, per diem and other incidental expenses shall be charged to local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
7. For your information, guidance and compliance.



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