



Republic of the Philippines
 Department of Education
 Region VI-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
 Tayum St., Barangay 8, Kabankalan City, Negros Occidental
 Tel. No. (034) 471-2003 • (034) 471-2454



AUTHORITY TO TRAVEL

CONTROL NO:

14403


REGION VI -WESTERN VISA YAS
 BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

Date of Filing: November 20, 2019

NAME	Position/Designation	Permanent Station
CRISANDO SAPI-AN	Teacher-III	Binicuil NHS-Lupni Ext.
Purpose of Travel	To attend the National Orientation of Youth for Environment in Schools Organization (YES-O) Visayas/Mindanao Cluster	
Activity Organized/ Sponsored By		
Period Covered	November 27 to December 3, 2019	
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue/Destination	Top Plaza Hotel, Echaves St., corner Quezon Ave., Dipolog City	
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)	
Fund Source (Pap Code/...)	Learner Support Program (LSP) Continuing Funds 2019	


Recommending Approval:



TEDDY A. PURO
 Teacher-In-Charge

Date: _____

Approved:



PORTIA M. MALLORCA, PhD, CESO V
 Schools Division Superintendent

Date: _____



OUA MEMO 1119-0487
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 09-1119-0487

MEMORANDUM

04 November 2019

**For: Regional Directors and BARMM Education Minister
Education Support Services Division Chiefs**

**Subject: CONDUCT OF THE NATIONAL ORIENTATION OF YOUTH FOR
ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)
VISAYAS/MINDANAO CLUSTER**

The Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), will conduct the National Orientation of Youth for Environment in Schools Organization (YES-O) from 28 November – 02 December 2019 at the Top Plaza Hotel, Echaves St. Corner Quezon Avenue, Dipolog City.

Participants will be the recipients of the School Inside A Garden (SIGA) Program funds preferably an SPG/SSG Adviser and **has not attended any YES-O Camps**. They will lead and oversee the conduct of YES-O activities and the Pilot Implementation of the SIGA Program in their respective regions after the conduct of the YES-O National Orientation. In this connection,

Please submit the consolidated list of regional participants for the National Orientation of the YES-O to blss.yfd@deped.gov.ph on or before 18 November 2019 using the template in **enclosure 1**, based on the allocation below:

Region	Number of Participants	Region	Number of Participants	Region	Number of Participants
VI	20	IX	9	XII	10
VII	19	X	14	CARAGA	13
VIII	13	XI	11	BARMM	10

Transportation expenses will be charged to LSP Continuing Funds 2019 subject to the usual accounting and auditing rules and regulations.

Participants are expected to **check-in at 4:00pm on 27 November 2019 (Wednesday)** at Top Plaza Hotel, Echaves St. Corner Quezon Avenue, Dipolog City for the registration. First meal to be served is dinner of **27 November** and last meal



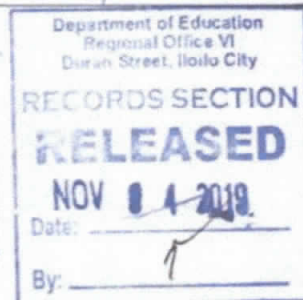
Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Basic Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]



 Republic of the Philippines Department of Education REGION VI – WESTERN VISAYAS Duran Street, Iloilo City	  ISO 9001:2015 CERTIFIED	Document Name	Regional Memorandum
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		Page	

REGIONAL MEMORANDUM
 No. 335, s.2019



TO: Schools Division Superintendents

FROM: MA. GEMMA M. LEDESMA, CESO V
 Regional Director

SUBJECT: CONDUCT OF THE NATIONAL ORIENTATION OF YOUTH FOR ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O) VISAYAS/MINDANAO CLUSTER

DATE: October 29, 2019

1. The Department of Education – Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), will conduct the National Orientation of Youth for Environment in Schools Organization (YES-O) on 28 November – 02 December 2019 in Zamboanga peninsula.

2. The Department of Education Central Office through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) has identified **1 representative per division** who may be a Youth Formation Coordinator, YES-O Adviser, Guidance Counselor, or Supreme Pupil/Student Government Adviser **who have not attended any YES-O Camps**. They shall lead and oversee the conduct of YES-O activities in their respective divisions after the conduct of the YES-O National Orientation.

3. It is advised that the participants are expected to check- in at 1:00 p.m. on 28 November 2019 (**thursday**) in Zamboanga Peninsula for the registration. The exact venue shall be announced.

1440m

4. Please be informed that first meal to be served is dinner of 28 November and last meal is lunch of 02 December. Travel expenses of the participants shall be charged against Learner Support Program (LSP) Continuing Funds 2019 subject to the usual accounting and auditing rules and regulations.

5. The participants in the YES-O National Orientation shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits to teachers*.

6. For queries and clarifications, you may contact **Mrs. Ma. Lira Cynthia B. Quejada**, Project Development Officer IV of the Education Support Services Division at mobile number 09399622676/09279948985 or email at essdro6@gmail.com.

7. Wide dissemination of the memorandum is desired.



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim

OUA MEMO 09-1019-087
MEMORANDUM
 1 October 2019

**For: Regional Directors and BARMM Education Minister
 Education Support Services Division Chiefs**

**Subject: CONDUCT OF THE NATIONAL ORIENTATION OF YOUTH FOR
 ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)
 VISAYAS/MINDANAO CLUSTER**

The Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), will conduct the National Orientation of Youth for Environment in Schools Organization (YES-O) on 28 November - 02 December 2019 in Zamboanga Peninsula.

Participants shall include a representative per division who may be a Youth Formation Coordinator, YES-O Adviser, Guidance Counselor, or Supreme Pupil/Student Government adviser **who have not attended any YES-O Camps**. They shall lead and oversee the conduct of YES-O activities in their respective regions after the conduct of the YES-O National Orientation. In this connection, it is requested that the regional consolidated list of participants for the National Orientation of the YES-O be submitted to blss.yfd@deped.gov.ph on or before 04 October 2019 using the template in **enclosure 1**, based on the allocation below:

Region	Number of Participants	Region	Number of Participants	Region	Number of Participants
VI	20	IX	9	XII	10
VII	19	X	14	CARAGA	13
VIII	13	XI	11	BARMM	10

Transportation expenses will be charged to LSP Continuing Funds 2019 subject to the usual accounting and auditing rules and regulations.

Participants are expected to **check-in at 1:00pm on 28 November 2019 (Thursday)** in Zamboanga Peninsula for the registration. The exact venue shall be announced. First meal to be served is dinner of 28 November and last meal is lunch of 02 December. The training program is found in **enclosure 2** for reference.



Office of the Undersecretary for Administration (OUA)

Administrative Service (AS), Information and Communications Technology Service (ICT), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)

Department of Education, Central Office, Meralco Avenue, Pasig City
 Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +6326337203, +632637620
 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



The participants, trainers, and management staff in the YES-O National Orientation shall be entitled to service credits in accordance with DePED Order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits* to teachers. Likewise, non-teaching personnel, including management staff, shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

For more information, all concerned may contact Ms. Divine David at telephone number (02) 637-9814 or through email blss.yfd@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.


ALAIN DELIB PASCOÑA
Underscretary

