



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**Caraga Region XIII**  
J.P. Rosales Avenue, Butuan City



T# 14967

November 7, 2018

**REGIONAL MEMORANDUM**

No. 630 s. 2018



**ADDENDUM TO REGIONAL MEMORANDUM NO. 570.S, 2018**  
**RE: TRAINING OF TRAINORS ON THE UTILIZATION OF RABIES LESSON**  
**EXEMPLARS**

To : SCHOOLS DIVISION SUPERINTENDENTS  
This Region

1. The final training venue of the Training of Trainors on the Utilization of Rabies Lesson Exemplars is at Mezzo Hotel, Cebu City.
2. Attached hereto is the National Memorandum.
3. All other provisions of Regional Memorandum No. 570, s. 2018 are still in effect.
4. Immediate dissemination of this Memorandum is highly desired.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC- Regional Director

Encl.: As stated

Reference: RM No. 570, s.2018

To be indicated in the PERPETUAL INDEX under the following subjects:

TRAINING

LESSON EXEMPLARS

RABIES

/essd/mnl  
11/07/18



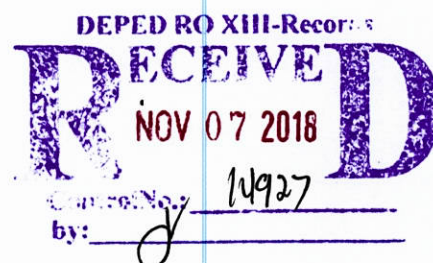
ESSN

Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**  
DepEd Complex, Meralco Avenue, Pasig City

MEMORANDUM

FOR : **REGIONAL DIRECTORS**  
DepEd Regions I-XII, CARAGA, CAR & NCR

: **REGIONAL SECRETARY**  
DepEd ARMM



FROM : **RIZALINO JOSE T. ROSALES**  
*Director IV*

SUBJECT : **ADVISORY RE: TRAINING OF TRAINORS ON THE UTILIZATION  
OF RABIES LESSON EXEMPLARS**

DATE : **29 OCTOBER 2018**

This Bureau, thru the School Health Division (SHD) is pleased to inform you that the **Training of Trainors on the Utilization of Rabies Lesson Exemplars** will be held on the following dates/venues:

| Batch                                                                   | Dates                | Venue                                           | Check-in                           | Check-out                            |
|-------------------------------------------------------------------------|----------------------|-------------------------------------------------|------------------------------------|--------------------------------------|
| <b>Luzon</b> – (Regions I, II, III, IV-A, IV-B, V, CAR and NCR)         | November 19-23, 2018 | Gems Hotel, Circumferential Road, Antipolo City | Nov. 19, 2pm<br>First Meal - Lunch | Nov. 23, AM<br>Last Meal - PM snacks |
| <b>Vis/Min</b> (Regions VI, VII, VIII, IX, X, XI, XII, Caraga and ARMM) | November 12-16, 2018 | Mezzo Hotel, Cebu City                          | Nov. 12, 2pm<br>First Meal - Lunch | Nov. 16, AM<br>Last Meal - PM snacks |

Participants are expected to come on time and are advised to observe the date of arrival and departure. First activity will start on Day 1 at 1:00pm and Closing Program will be on Day 5 after lunch. Attached is the tentative schedule of activities for ready reference.

Funds for the traveling expenses have been downloaded subject to the usual accounting and auditing rules and regulations. Participants are reminded to observe the DM-OUFDA-2018-018 re: Guidelines on Traveling Expense signed by Usec. V. Catibog dated September 24, 2018.

For any concerns/queries you may contact Mr. Ferdinand M. Nuñez, Training Coordinator, thru [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) or by fax at (02)6329935.

Training of Trainers on the Utilization of Rabies Lesson Exemplars

November 12-16, 2018 | Cebu City (Exact venue TBA)  
November 16-24, 2018 | Gems Hotel, Antipolo City

TRAINING MATRIX

Objectives:

- 1. Capacitate the focal person on the implementation of Rabies Curriculum Integration
- 2. Design a proposal for the implementation Rabies Curriculum Integration

| TIME               | DAY 1                                                                                                                                                                                                                                                            | DAY 2                                                                                                                        | DAY 3                                                                                                                   | DAY 4                                                                                                         | DAY 5                                                                                   |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 7:00 – 7:45 AM     | Arrival and Registration                                                                                                                                                                                                                                         | Breakfast                                                                                                                    |                                                                                                                         |                                                                                                               |                                                                                         |
| 7:45 – 8:00 AM     |                                                                                                                                                                                                                                                                  | Management of Learning                                                                                                       |                                                                                                                         |                                                                                                               |                                                                                         |
| 8:00 – 10:00 AM    |                                                                                                                                                                                                                                                                  | Session 1<br>RA 9482 - Anti Rabies Act 2007                                                                                  | Session 5<br>GARC learning materials                                                                                    | Session 7<br>Demo Teaching                                                                                    | Session 9<br>Presentation of Output                                                     |
| 10:00 – 10:15 AM   |                                                                                                                                                                                                                                                                  | Snack                                                                                                                        |                                                                                                                         |                                                                                                               |                                                                                         |
| 10:15 – 12:15 PM   |                                                                                                                                                                                                                                                                  | Session 2<br>National Rabies Program                                                                                         | Session 5<br>GARC learning materials                                                                                    | Session 7<br>Demo Teaching                                                                                    | Session 9<br>Presentation of Output                                                     |
| 12:15 – 1:15 PM    | Lunch                                                                                                                                                                                                                                                            |                                                                                                                              |                                                                                                                         |                                                                                                               |                                                                                         |
| 1:15 – 3:15 PM     | Opening Program<br>Plenary <ul style="list-style-type: none"><li>Rationale of rabies curriculum integration in the Philippines</li><li>Role of different DepEd Bureaus in the integration process (BLSS, BCD, BLR, BLD) Discussion c/o BLSS &amp; GARC</li></ul> | Session 3<br>Facts and Myths about Rabies                                                                                    | Session 6<br>Presentation of DLPs                                                                                       | Session 8<br>Division Planning                                                                                | Closing Program<br>House Clearing                                                       |
| 3:15 – 3:30 PM     |                                                                                                                                                                                                                                                                  | Snack                                                                                                                        |                                                                                                                         |                                                                                                               |                                                                                         |
| 3:30 – 5:30 PM     |                                                                                                                                                                                                                                                                  | Session 4<br>Rabies as a Disease (humans and animals)                                                                        | Session 7<br>Demo Teaching                                                                                              | Session 8<br>Division Planning                                                                                | Home Sweet Home                                                                         |
| Officer of the Day | Insert Name                                                                                                                                                                                                                                                      | Insert Name                                                                                                                  | Insert Name                                                                                                             | Insert Name                                                                                                   | Insert Name                                                                             |
| Output(s)          | <ul style="list-style-type: none"><li>Identified Role of Deped Bureaus</li><li>Journal</li></ul>                                                                                                                                                                 | <ul style="list-style-type: none"><li>Awareness on essential facts and figures of Rabies Education</li><li>Journal</li></ul> | <ul style="list-style-type: none"><li>Advocated and appreciated GARC materials and DLPs</li><li>Executed DLPs</li></ul> | <ul style="list-style-type: none"><li>Designed Proposals for Rabies Education</li><li>Executed DLPs</li></ul> | <ul style="list-style-type: none"><li>Presented Proposal for Rabies Education</li></ul> |

Prepared by:

(SGD) ERNANI OFRENEO JAIME  
Supervising Education Program Specialist (SVEPS)  
Bureau of Learning Delivery



Republic of the Philippines  
**Department of Education**

365720

**Tanggapan ng Pangalawang Kalihim**  
**Office of the Undersecretary**

**MEMORANDUM DM-OUFDA-2018-018**

**TO:** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs and Unit Heads  
All Other Concerned

**FROM:** VICTORIA L. MEDRANA CATIBOG  
Undersecretary

**SUBJECT:** GUIDELINES ON TRAVELING EXPENSE

**DATE:** September 24, 2018

This is to remind all concerned offices of the existing guidelines on the payment of traveling expense.

For expenses incidental to local travel, the following rules and regulations shall be applied:

- Section 340 under Transportation item of the Government Accounting and Auditing Manual (GAAM) Volume 1, states that the Department head or equivalent position shall determine the mode and class of transportation to be taken which shall be the most advantageous to the government from the standpoint of economy and efficiency.
- As a general rule, only the ordinary public conveyances or customary modes of transportation shall be used. Employees may avail GRAB transport services or other forms of contracted vehicles provided that cost in excess of what has been set as allowable per internal policy shall be paid by the employee himself.

*bevee*  
*9/24/18*

- The amount of transportation allowable shall be the actual fare at the prevailing rates of the authorized transportation from the permanent official station to the destination or place of work or assignments in the field and back, plus other expenses, such as transportation and portage from office or residence to points of embarkation and from points of debarkation to office or temporary residence in the place of assignment in the field and return.
- In cases where government vehicles are used in the travel, the officials and employees concerned are not entitled to the actual transportation fare.
- No reimbursement for the cost of gasoline or diesel fuel and oil shall be allowed where private vehicle is used; however, the officials and employees concerned are entitled to the reimbursement of the equivalent cost of the customary mode of transportation.

Meanwhile, expenses for official international travel shall be covered by the following provisions:

- SEC 9 of Executive Order 248, 1995 states that the Pre-Departure Expenses - Officials and employees authorized to travel abroad shall be entitled to One Thousand Five Hundred Pesos (P1,500.00) commutable pre-departure allowance to cover miscellaneous/incidental expenses, such as taxi fare, passport photographs, immunization, visa fees, tips, portage, and airport terminal fees.
- As stipulated in Executive Order 298 of 2004,
  - SEC. 6 states that the reimbursement of the payment of airport terminal fee at the point of embarkation to go back to the Philippines upon completion of the official trip abroad is likewise authorized.
  - SEC. 7 states that in case officials and employees authorized to travel are not provided with transportation by the host country or sponsoring organization or agency, they shall be allowed official transportation, which shall be of the restricted economy class unless otherwise authorized by the President of the Philippines. (SEC. 7 of Executive Order 298, 2004)
  - SEC. 9 states that claims for reimbursement of actual travel expenses in excess of the Daily Subsistence Allowance (DSA) as provided under the

*value  
9/24/12*

United Nations Development Program (UNDP) index authorized herein maybe allowed upon certification by the Head of the Agency as absolutely necessary in the performance of an assignment and presentation of bills and receipts, is subject to the approval of the President. Certification or affidavit of loss shall not be considered as appropriate replacement for the required hotel room /lodging bills and receipts.

Please be guided accordingly.

Thank you.

ulweatibk  
9/24/12