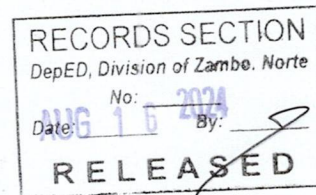




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

August 16, 2024

**Division Memorandum**  
No. 436, s. 2024

**PLANNING CONFERENCE IN PREPARATION FOR  
THE NATIONAL TECH-VOC DAY**

To: Assistant Schools Division Superintendents  
Chief, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Principals  
All other concerned personnel

1. In reference to DepEd Memorandum-CT-2024-279 dated August 12, 2024, this office sets a Planning Conference on August 19, 2024 at 9:30am, 4<sup>th</sup> Floor, SDO building, this division.
2. This activity is designed to actively engage all concerns in the comprehensive planning and preparation process for the upcoming 2024 National Tech-Voc Day Celebration.
3. Attached is the list of identified participants.
4. Travel expenses of participants are chargeable against school MOOE/local funds subject to usual accounting, auditing rules and procedures.
5. For more information, please contact EPS Galaura at 09959531229.
6. Dissemination of this memorandum is desired.

**ROY C. TUBALLA EMD,JD, CESO V**  
Schools Division Superintendent

CID/nyg/NationalTechVoc/081624



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEdTayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
Website: [www.depedzn.net](http://www.depedzn.net)



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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**PLANNING CONFERENCE IN PREPARATION FOR  
THE NATIONAL TECH-VOC DAY**  
**August 19, 2024**

Identified Participants

1. Wilson H. Inding
2. Eunice D. Janolino
3. Jessie Elacan
4. Joseph Pantoja
5. Ethyl Kimberly Salut
6. Evelyn C. Labad
7. Lougen Magbanua
8. Kristine Z. Ragay
9. Rey Magtuba
10. Mickrel Duller
11. Bezer Crampatanta
12. Lecita Tubal
13. Mary Jean Acedo
14. Araceli Tomboc
15. Yolanda Canton
16. Apple Mae Canton
17. Anecita Aban
18. Naida Z. Mercado
19. Gerwil Descallar
20. Urlando Orog
21. Mark Maravillas
22. Gerardo C. Montilla
23. Lorna Sarmion
24. Laarni Recentes
25. Judith Quezon
26. Leodegracia Castillon
27. Eudela Hechanova
28. Luzentes Maratas
29. Marissa Canastra
30. Lucila Balbuena
31. All EPSs



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Republic of the Philippines

## Department of Education


OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### MEMORANDUM

DM-CT-2024-279

TO : BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENT  
PUBLIC AND ELEMENTARY AND SECONDARY  
SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM :   
GINA O. GONONG  
Undersecretary for Curriculum and Teaching

SUBJECT : 2024 NATIONAL TECH-VOC DAY

DATE : August 12, 2024

1. Pursuant to Republic Act No. 10970, an **Act Declaring the Twenty-Fifth Day of August of Every Year as the National Tech-Voc Day**, the Department of Education (DepEd) encourages public and private elementary and secondary schools to observe the 2024 National Tech-Voc Day.
2. The purpose of this celebration is to emphasize the importance of technical-vocational education through providing a platform for the exchange of information, updates, and sharing of best practices related to technical-vocational education programs. It also serves to promote and raise awareness of the various technical-vocational education offerings available in schools such as Edukasyong Pantahanan at Pangkabuhayan/ Technology and Livelihood Education (EPP/TLE), Senior High School-Technical-Vocational-Livelihood (SHS-TVL) Track, Maritime, Work Immersion Program, Special Program in Technical-Vocational Education (SPTVE), and Rural Farm School (RFS).
3. For this year, with the DepEd's theme: **"Tech-Voc Tungo sa Pag-unlad at Pagbangon; Angking Talino at Kakayahan, Linangin at Isulong,"** the activities will be held from August 19 to 31, 2024. The Curriculum and Teaching (CT) Strand, through the Bureau of Curriculum and Development (BCD), encourages all school regional and division offices, in coordination with other relevant government agencies and partner industries to organize activities such as forums, seminars, mentoring sessions, skills showcase, mini-courses for parents, teachers, and school employees, product and services display showcase, job fair and other related advocacy activities.



Republic of the Philippines  
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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

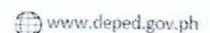
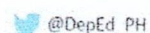
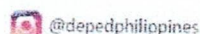
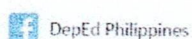
4. As stipulated in DepEd Order No. 9, s. 2005 on Instituting Measures to Increase Engaged Time-on-Task and in adherence to the provisions of DepEd Order No. 003, s. 2024, titled Amendment to DepEd Order No. 022, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024), and DepEd OASGFO Memorandum No. 2022-058 with the subject Request for the Participation of Learners and Teachers in Extra-Curricular Activities, classes should not be disrupted. The celebration should leverage the time allotted for subjects like EPP/TLE/SPTVE/TVL in preparation for and during the event.
5. DepEd Region IV-A CALABARZON will serve as a venue for the 2024 National Tech-Voc Day Opening Program on August 19, 2024. It is requested to select/identify a school that will host the opening program of the activity.
6. Likewise, each region shall select only one school to showcase the celebration on any day until August 31. It is recommended to make use of the learners' projects (products/services) for the skills exhibition.
7. Corresponding funds shall be downloaded to the regions to cover expenses relative to the conduct of this activity, subject to the usual government accounting rules and regulations. Please see *Annex 1: Guidelines on the Utilization of Fund Allocation for the 2024 National Tech-Voc Day*, for reference.
8. Each region is requested to submit an activity report, through email at [bcd.od@deped.gov.ph](mailto:bcd.od@deped.gov.ph) and [bcd.scpd@deped.gov.ph](mailto:bcd.scpd@deped.gov.ph) on or before **September 6, 2024**. Please see *Annex 2* for the format of the activity report.
9. The regional supervisor in charge of tech-voc shall be responsible for managing and disbursing funds, including submitting the Activity Report.
10. For more information, all concerned may contact the **Bureau of Curriculum Development**, 3rd Floor Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through the above email addresses and telephone no. 8636-5096; 8632-7267.
11. Immediate dissemination of and compliance with this Memorandum is requested.

Copy Furnished:

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations and Administration



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)





Republic of the Philippines

# Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex 1

Department of Education  
BUREAU OF CURRICULUM DEVELOPMENT

2024 NATIONAL TECHVOC DAY

## GUIDELINES ON THE UTILIZATION OF FUND ALLOCATION FOR THE 2024 NATIONAL TECHVOC DAY

- I. In support to the conduct of the 2024 National Techvoc Day, the Bureau of Curriculum Development (BCD) through the Special Curricular Programs Division (SCPD), shall download the funds to the regions, with this breakdown as follows:

REGION	AMOUNT FOR DOWNLOADING
CAR	PHP 170,000.00
NCR	170,000.00
Region I	170,000.00
Region II	170,000.00
Region III	170,000.00
Region IVA	242,500.00
Region IVB	170,000.00
Region V	170,000.00
Region VI	170,000.00
Region VII	170,000.00
Region VIII	170,000.00
Region IX	170,000.00
Region X	170,000.00
Region XI	170,000.00
Region XII	170,000.00
CARAGA	170,000.00
<b>TOTAL</b>	<b>PHP 2,792,500.00</b>

- II. The fund shall be used to cover eligible expenses, such as, but not limited to the following: meals of the participants including learners, supplies and materials, professional fees, logistics, rentals, and contingencies.



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)



3 Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

- III. Should the downloaded fund be insufficient, the remainder of the amount shall be charged to the local funds or other eligible sources of funds, subject to the usual government accounting and auditing rules and regulations.
- IV. The Region IV-A CALABARZON will commence the event, with the bigger number of participants and will receive Two Hundred Forty-Two Thousand, Five Hundred Pesos (Php 242,500.00). All other regions will receive the amount of One Hundred Seventy Thousand Pesos (Php 170,000.00) each. Below is the sample computation of expenses:

<b>Particulars</b>	<b>Pax</b>	<b>Cost/Day</b>	<b>Cost/Region</b>	<b>Total</b>
<b>Support Fund for Region IVA</b>				
- Meals	150	1,000.00	150,000.00	
- Supplies and Materials	150	250.00	37,500.00	
- Other expenses (professional fees, logistics, rentals)	1	50,000.00	50,000.00	
- Contingencies	1	5,000.00	5,000.00	<b>PHP 242,500.00</b>
<b>Support Fund for other Regions (15)</b>				
- Meals	100	1,000.00	100,000.00	
- Supplies and Materials	100	250.00	25,000.00	
- Other expenses (professional fees, logistics, rentals)	1	40,000.00	40,000.00	
- Contingencies	1	5,000.00	5,000.00	<b>PHP 170,000.00</b> x 15 regions
				<b>p 2,550,000.00</b>
<b>Total</b>				<b>p 2,792,500.00</b>

- V. The management and disbursement of funds, including submission of Activity Report shall be the responsibility of the regional supervisor in-charge of techvoc.
- VI. The Activity Report, which reflects the highlights of the activity, recommendations, photos, financial report, and summary of evaluation, using the template provided in Annex 2, shall be submitted to BCD through email at [bcd.od@deped.gov.ph](mailto:bcd.od@deped.gov.ph) and [bcd.scpd@deped.gov.ph](mailto:bcd.scpd@deped.gov.ph) before **September 6, 2024**.



Republic of the Philippines

# Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex 2

	Republic of the Philippines <b>Department of Education</b> DepEd Complex, Meralco Avenue Pasig City 1600  <b>ACTIVITY REPORT</b> (for meetings, seminars, trainings, workshops, conferences and other related activities)	Effectivity Date:	1 June 2019
		Version No.	11
		Revision No.:	0
		Page No.:	5 of 5
		Reference No.:	

TITLE OF THE ACTIVITY	DATE/ TIME	PLACE/VENUE
2024 National Tech-Voc Day		
<b>DETAILS OF THE ACTIVITY</b>		
<i>Description of the activity:</i>		
<i>Highlights (Insights / relevant learning / issues and concerns):</i>		
<i>Recommendations:</i>		

**Attachment/s:** (Photos; Financial Report; Summary of Evaluation (if it is workshop, seminar, training, etc.))

Prepared by:

Noted by:

**NAME**

Position/Designation

**NAME**

Position/Designation

Office of the Director:  
Division 1:  
Division 2:

e-mail: OD e-mail  
Division 1 e-mail  
Division 2 e-mail



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