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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 09-1119-0478

**MEMORANDUM**

4 November 2019

To: **Regional Directors and BARMM Education Minister**

Subject: **CAPACITY BUILDING FOR THE PILOT IMPLEMENTATION OF THE SCHOOL IN A GARDEN PROGRAM**

The Bureau of Learner Support Services - Youth Formation Division (BLSS-YFD) will conduct a Capacity Building for the Pilot Implementation of the School Inside A Garden (SIGA) Program on 5-8 December 2019 in Legazpi City.

Participants will be recipients of the School Inside A Garden (SIGA) Program Funds preferably Supreme Pupil Government (SPG), Supreme Student Government (SSG) Advisers and those who have yet to attend any YES-O Camp or School Inside A Garden (SIGA) Capacity Building. They will lead and oversee the implementation of the School Inside A Garden (SIGA) Program.

Please submit the consolidated list of Regional Participants to [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) on or before 17 of November 2019 using the template in enclosure 1, based on the allocation below:

Region	Number of Participants	Region	Number of Participants
I	4	VII	4
II	2	VIII	4
III	5	IX	2
CAR	2	X	4
IVA	5	XI	4
IVB	2	XII	2
V	5	CARAGA	4
NCR	4	BARMM	2
VI	4		

Travel and other incidental expenses of the participants will be charged against HRTD Current Funds 2019 subject to the usual accounting and auditing rules and regulations.

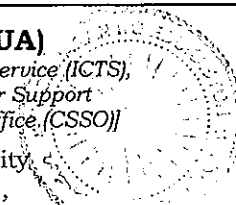
**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), 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, +6326376207 Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo



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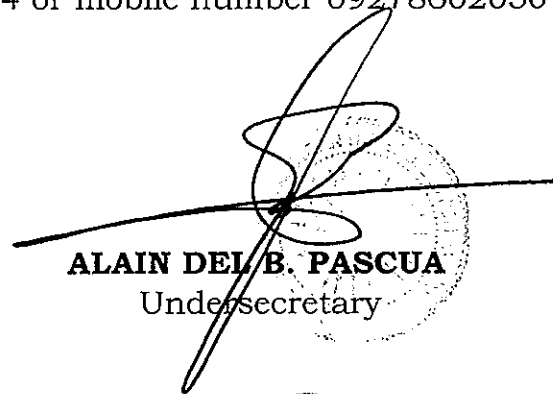


Participants are requested to check-in at 6:00 pm of **4 December 2019** for the registration. **The exact venue shall be announced.** First meal to be served is dinner of **4 December 2019** and last meal would be PM snacks of **8 December 2019**. Participants are also requested to bring laptop and extension cords for the workshop and are expected to be at the venue throughout the duration of the activity.

Participants are entitled to service credits in accordance with DepEd Order No. 53 s. 2003. Likewise, non-teaching personnel and management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No.2 s.2004 on Non-Monetary Remunerations for Overtime Service Rendered.

Please direct all inquiries to Ms. Divine D. David of the Youth Formation Division, at telephone number (02) 637-98-14 or mobile number 09278602050 or email to [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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