



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

May 11, 2026

**DIVISION MEMORANDUM**  
No. 264, s. 2026

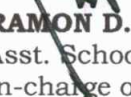
**PARTICIPANTS OF SDO AKLAN IN THE FIELD ORIENTATION ON THE DEPED ORDER (DO) NO. 35, S. 2025 TITLED GUIDELINES ON THE LANGUAGE MAPPING PROCESS FOR KEY STAGE 1**

To: **Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisor  
Public Schools District Supervisors  
Principals/Head Teacher-In-Charge of the District  
Education Program Specialists  
Heads of Public and Private Elementary, Secondary, and  
Integrated Schools  
All Others Concerned**

1. The Department of Education (DepEd) through the Bureau of Learning Delivery - Teaching and Learning Division (BLD-TLD), will be conducting a Field Orientation on the DepEd Order N. 35, s. 2025 on May 13-15, 2026 in Cebu City.
2. The following are the participants from SDO Aklan:  

Marth S. Tropa	Education Program Supervisor
Perpetua N. Goyo	Master Teacher 2
Shermay P. Fulleros	Teacher VI
Clint T. Tabares	Master Teacher 1
3. Attached is Regional Memorandum No. 456, s. 2026.
4. Immediate dissemination of and compliance of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**RAMON D. PARAS JR., CESE**  
Asst. Schools Division Superintendent  
In-charge of the Division

Enclosure: As stated

Reference: Regional Memorandum No. 456, 2026

To be indicated in the Perpetual Index

under the following subjects:

ACTIVITIES

CELEBRATION CURRICULUM

READING MONTH

MST



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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May 7, 2026

**CERTIFICATION**

TO WHOM IT MAY CONCERN:

This is to certify that **Mrs. SHERMAY P. FULLEROS**, Teacher VI of Dinaut Elementary School, District of Altavas, Division of Aklan, will attend the National Orientation on the Language Mapping Process for Key Stage I on May 13-15, 2026 in Cebu City. She will attend on behalf of **Dr. Sharon R. Gungon**, Master Teacher III of New Washington Elementary School, District of New Washington, Division of Aklan, who has an equally important prior commitment on the said dates.

This certification is issued to **Mrs. Fulleros** for her attendance at the said orientation and for whatever legal purpose it may serve her best.

  
**FELICIANO C. BUENAFE Jr. CESO VI**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
 REGION VI-WESTERN VISAYAS

MAY 06 2026

REGIONAL MEMORANDUM  
 No. 456, s. 2026

**PARTICIPANTS IN THE FIELD ORIENTATION ON THE DEPED ORDER (DO)  
 NO. 35, S. 2025 TITLED GUIDELINES ON THE LANGUAGE  
 MAPPING PROCESS FOR KEY STAGE 1**

To: Schools Division Superintendents  
 All Others Concerned

1. Attached is a Memorandum from Carmela C. Oracion, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Learning Systems, regarding the Conduct of Field Orientations on the DepEd Order No. 35, s. 2025 titled Guidelines on the Language Mapping Process for Key Stage 1, to be conducted on the following dates, venues, and activity, to wit:

SDO	Name of Participants	Activity	Date	Venue
Aklan	Marth S. Tropa	Orientation on Language Mapping Process for Key Stage 1  (Visayas Cluster)	May 13- 15, 2026	Cebu City, Region VII
	Perpetua N. Goyo			
	Sharon N. Gungon			
	Clint T. Tabares			
Antique	Albert Q. Enopiques			
	Helen O. Macuja			
	Paul Genesis Diana			
	Emmy Clyde T. Alitao			
Capiz	Merlie J. Rubio			
	Glenda Gervero			
	Juvy D. Baranda			
	Ma. Theresa V. Villagracia			
Guimaras	Herman N. Gabiota			
	Jovy G. Vigil			
	Resyl C. Gano			
	Alpha Mae F. Berondo			
Iloilo	Charity Z. Adorio			
	Snethchie D. Ang Lee			
	Ma. Erma B. Soberano			
	Rosa M. Heredia			
Iloilo City	Nerio Benito E. Eseo			
	Jocelyn P. Bermudo			
	Girlie V. Pautan			
	Myla J. Suplido			



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 Website: region6.deped.gov.ph



Certificate No. PHP QMS  
 24 93 0184




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REGION VI-WESTERN VISAYAS

Passi City	Jecilla Guerra			
	Roxanne G. Fuego			
	Ronie T. Ballos			
	Elaine P. Palmes			
Roxas City	Bedelyn B. Paras			
	Mary Hope O. Beluso			
	Yvonne B. Candoleon			
	Lorie Rose P. Soberano			

2. The board and Lodging, travel expenses, and other incidental expenses of the participants shall be charged against the 2026 BEC Current Funds, subject to the usual accounting and auditing rules and regulations. In case the downloaded funds are insufficient, these may be charged against local funds.

3. Since the activity falls on the end-of-school year break, Vacation Service Credits (VSC) shall be granted to all participating teacher-coaches. The granting of VSC shall be in accordance with DO 013, s. 2024 titled Revised Guidelines on the Grant of Vacation Service Credits for Teachers.

4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**CRISTITO A. ECO, CESO III**  
Regional Director

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

CURRICULUM  
LANGUAGE  
ORIENTATIONS  
PROGRAMS

ACV/CLMD-RM-Conduct of Field Orientations on...  
138/May 5, 2026



Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

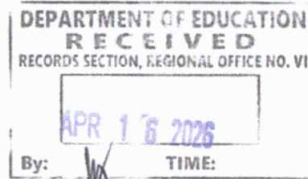
**MEMORANDUM**  
 OM-LS-2026-\_\_\_\_\_

**TO :** REGIONAL DIRECTORS

**FROM :** *Carmela C. Oracion*  
**CARMELA C. ORACION**  
 Assistant Secretary  
 Officer-in-Charge  
 Office of the Undersecretary for Learning Systems

**SUBJECT :** CONDUCT OF FIELD ORIENTATIONS ON THE DEPED ORDER (DO) NO. 35, S. 2025 TITLED GUIDELINES ON THE LANGUAGE MAPPING PROCESS FOR KEY STAGE 1

**DATE :** March 17, 2026



The Department of Education (DepEd) through the Bureau of Learning Delivery - Teaching and Learning Division (BLD-TLD), will be conducting a **Field Orientation on the DepEd Order (DO) No. 35, s. 2025 titled Guidelines on the Language Mapping Process (LMP) for Key Stage 1**. This activity is part of the Department's continuing efforts to operationalize the Language Mapping Policy (LMP) as a mechanism to systematically identify and classify learners' primary languages from Kindergarten to Grade 3 (K-3).

Below here are the lists of activities, dates and venues for the LMP orientations:

Activities	Dates	Venues
Language Mapping Process (D.O. 35 s. 2025) (Orientation Luzon Cluster 2)	May 6-8, 2026	National Capital Region
Language Mapping Process (D.O. 35 s. 2025) (Orientation Visayas Cluster)	May 13-15, 2026	Cebu City, Region VII
Language Mapping Process (D.O. 35 s. 2025) (Orientation Mindanao Cluster)	May 20-22, 2026	Davao City, Region XI
Language Mapping Process (D.O. 35 s. 2025) (Orientation Luzon Cluster 1)	May 26-28, 2026	Olongapo City, Region III

The number of participants to be designated from each region, along with the specified divisions for each activity, is indicated in Annex 1 of this memorandum. Participants must have a minimum of five years of experience serving in one or more of the following roles or their equivalents:

- Regional Language Supervisor / MTB Coordinator
- Division Language Supervisor / MTB Coordinator



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OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

- School Language / MTB Coordinator
- Language Specialist / Researcher

Each participant must register through the link provided two days before the actual conduct of the activities:

For Luzon Cluster 1 - <https://tinyurl.com/OrientationCluster1>

For Luzon Cluster 2 - <https://tinyurl.com/LuzonCluster2>

For Visayas Cluster - <https://tinyurl.com/LMPVisayasCluster>

For Mindanao Cluster - <https://tinyurl.com/LMPMindanaoCluster>

Board and lodging, travel expenses, and other incidental expenses of the participants shall be charged against the FY 2026 Basic Education Curriculum Current Funds downloaded to the regions that are subject to usual accounting and auditing rules and regulations. Participants are allowed to arrive at the venue one day prior to the official commencement of the activity for adequate preparation and comfort. However, accommodation expenses incurred for this activity day will be charged to the local funds subject to its availability. Furthermore, if the downloaded funds are insufficient to fully cover participant's travel expenses, the outstanding balance will then be borne by local funds.

Compensatory Time-Off (CTO) will be granted to the participants of the workshop day/s falling on either a holiday or a weekend, in accordance with CSC and DBM Joint Circular No. 2, s. 2004.

For queries or clarifications, please contact the BLD-TLD Language Mapping Team through Mr. Gaudencio Luis N. Serrano email at [gaudencio.serrano@deped.gov.ph](mailto:gaudencio.serrano@deped.gov.ph) or [blt.tld@deped.gov.ph](mailto:blt.tld@deped.gov.ph) or mobile nos. 09171933788 or 09085523084.

For your information, guidance, and appropriate action.

*CS*

*Copy furnished:*

**MALCOLM S. GARMA**  
OIC-Undersecretary for Operations



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**Annex I**

**Language Mapping Policy (LMP) Orientation Luzon Cluster 1**  
(within Olongapo City, Region III)

Region	Division	No. of Pax
Region I	Ilocos Norte	4
	Ilocos Sur	4
	La Union	4
	Pangasinan I	4
	Pangasinan II	4
	Alaminos City	4
	Batac City	4
	Candon City	4
	Dagupan City	4
	Laoag City	4
	San Carlos City	4
	San Fernando City	4
	Urdaneta City	4
	Vigan City	4
	<b>Total</b>	<b>56</b>
Region II	Batanes	2
	Cagayan Province	4
	Isabela	5
	Nueva Vizcaya	4
	Quirino	4
	Cauayan City	4
	Ilagan City	4
	Santiago City	4
	Tuguegarao City	5
	<b>Total</b>	<b>36</b>
Region III	Aurora	4
	Bataan	4
	Baliwag City	4
	Bulacan	4
	Nueva Ecija	4
	Pampanga	4
	Tarlac	4
	Zambales	4
	Angeles City	4
	Balanga City	4
	Cabanatuan City	4
	Gapan City	4
	Mabalacat City	4
	Malolos City	4



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Republic of the Philippines  
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	Meycauayan City	4
	Olongapo City	4
	San Fernando City	4
	San Jose City	4
	San Jose del Monte	4
	Science City of Muñoz	4
	Tarlac City	4
	<b>Total</b>	<b>84</b>
CAR	Abra	4
	Apayao	4
	Benguet	4
	Ifugao	4
	Kalinga	4
	Mt. Province	4
	Baguio City	4
	Tabuk City	4
<b>Total</b>	<b>32</b>	

**Language Mapping Policy (LMP) Orientation Luzon Cluster 2**  
 (within National Capital Region)

Region	Division	No. of Pax
Region IV-A	Batangas	4
	Cavite	4
	Laguna	4
	Quezon	4
	Rizal	4
	Antipolo City	4
	Bacoor City	4
	Batangas City	4
	Biñan City	4
	Calaca City	4
	Cabuyao City	4
	Calamba City	4
	Cavite City	4
	Dasmariñas City	4
	Imus City	4
	Lipa City	4
	Lucena City	4
	San Pablo City	4
	Sta. Rosa City	4
	Tanauan City	4
Tayabas City	4	
General Trias City	4	



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	San Pedro City	4
	Sto. Tomas City	4
	<b>Total</b>	<b>96</b>
Region IV-B	Marinduque	4
	Occidental Mindoro	4
	Oriental Mindoro	4
	Palawan	4
	Romblon	4
	Calapan City	4
	Puerto Princesa City	4
	<b>Total</b>	<b>28</b>
Region V	Albay	4
	Camarines Norte	4
	Camarines Sur	4
	Catanduanes	4
	Masbate	4
	Sorsogon	4
	Iriga City	4
	Legazpi City	4
	Ligao City	4
	Masbate City	4
	Naga City	4
	Sorsogon City	4
	Tabaco City	4
	<b>Total</b>	<b>52</b>
NCR	Caloocan City	4
	Las Piñas City	4
	Makati City	4
	Malabon City	4
	Mandaluyong City	4
	Manila	4
	Marikina City	4
	Muntinlupa City	4
	Navotas City	4
	Parañaque City	4
	Pasay City	4
	Pasig City	4
	Quezon City	4
	San Juan City	4
	Taguig City-Pateros	4
	Valenzuela City	4
<b>Total</b>	<b>64</b>	



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**Language Mapping Policy (LMP) Orientation Visayas Cluster**  
(within Cebu City, Region VII)

Region	Division	No. of Pax
Region VI	Aklan	4
	Antique	4
	Capiz	4
	Guimaras	4
	Iloilo	4
	Iloilo City	4
	Passi City	4
	Roxas City	4
	<b>Total</b>	<b>32</b>
Region VII	Bohol	4
	Cebu	4
	Bogo City	4
	Carcar City	4
	Cebu City	4
	Danao City	4
	Lapu-Lapu City	4
	Mandaue City	4
	Naga City	4
	Tagbilaran City	4
	Talisay City	4
	Toledo City	4
	<b>Total</b>	<b>48</b>
Region VIII	Biliran	4
	Eastern Samar	4
	Leyte	4
	Northern Samar	4
	Samar	4
	Southern Leyte	4
	Baybay City	4
	Borongan	4
	Calbayog City	4
	Catbalogan City	4
	Maasin City	4
	Ormoc City	4
	Tacloban City	4
<b>Total</b>	<b>52</b>	
Negros Island Region	Negros Occidental	3
	Negros Oriental	3
	Siquijor	3
	Bacolod City	3
	Bago City	3



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	Bais City	3
	Bayawan City	3
	Cadiz City	3
	Carlaon City	3
	Dumaguete City	3
	Escalante City	3
	Guihuingan City	3
	Himamaylan City	3
	Kabankalan City	3
	La Carlota City	3
	Sagay City	3
	San Carlos City	3
	Silay City	3
	Sipalay City	3
	Tanjay City	3
	Victorias City	3
	<b>Total</b>	<b>63</b>

**LMP Orientation Mindanao Cluster**  
May 20-22, 2026 (within Davao City, Region XI)

Region	Division	No. of Pax
Region IX	Zamboanga del Norte	4
	Zamboanga del Sur	4
	Zamboanga Sibugay	4
	Dapitan City	4
	Dipolog City	4
	Isabela City	4
	Pagadian City	4
	Zamboanga City	4
	<b>Total</b>	<b>32</b>
Region X	Bukidnon	4
	Camiguin	4
	Lanao del Norte	4
	Misamis Occidental	4
	Misamis Oriental	4
	Cagayan de Oro	4
	El Salvador City	4
	Gingoog City	4
	Iligan City	4
	Malaybalay City	4
	Oroquieta City	4
	Ozamis City	4
Tangub City	4	



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	Valencia City	4
	<b>Total</b>	<b>56</b>
Region XI	Davao de Oro	4
	Davao del Norte	4
	Davao del Sur	4
	Davao Occidental	4
	Davao Oriental	4
	Davao City	4
	Digos City	4
	Mati City	4
	Panabo City	4
	Samal City	4
	Tagum City	4
	<b>Total</b>	<b>44</b>
	Region XII	Cotabato
Sarangani		4
South Cotabato		4
Sultan Kudarat		4
General Santos City		4
Kidapawan City		4
Koronadal City		4
Tacurong City		4
<b>Total</b>		<b>32</b>
CARAGA	Agusan del Norte	4
	Agusan del Sur	4
	Dinagat Islands	4
	Surigao del Norte	4
	Surigao del Sur	4
	Bayugan City	4
	Bislig City	4
	Butuan City	4
	Cabadbaran City	4
	Siargao	4
	Surigao City	4
	Tandag City	4
	<b>Total</b>	<b>48</b>



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Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
 OM-LS-2026-245

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN** *FLP* **PETER IRVING C. CORVERA**  
 Undersecretary and Chief of Staff *ON*

FROM : *Carmela Oracion*  
**CARMELA C. ORACION**  
 Assistant Secretary  
 Officer-in-Charge  
 Office of the Undersecretary for Learning Systems *GO*

SUBJECT : **REQUEST FOR CLEARANCE FOR THE CONDUCT OF SERIES OF ORIENTATIONS OF THE LANGUAGE MAPPING PROCESS (D.O. 35 S. 2025)**

DATE : February 10, 2026

In line with Office Order OO-OSEC-2024-316 "Guidelines on the Conduct of and Participation in Capacity-Building Activities and Strategic and Operational Planning Organized by the DepEd Central Office Strands," this is to respectfully request clearance for the conduct of **LANGUAGE MAPPING PROCESS (D.O. 35 S. 2025) (ORIENTATION LUZON CLUSTER 1)** with a budgetary requirement of (Php 1,417,600.00); **LANGUAGE MAPPING PROCESS (D.O. 35 S. 2025) (ORIENTATION LUZON CLUSTER 2)** with a budgetary requirement of (Php 1,583,320.00); **LANGUAGE MAPPING PROCESS (D.O. 35 S. 2025) (ORIENTATION VISAYAS CLUSTER)** with a budgetary requirement of (Php 1,426,520.00); and **LANGUAGE MAPPING PROCESS (D.O. 35 S. 2025) (ORIENTATION MINDANAO CLUSTER)** with a budgetary requirement of (Php 1,541,220.00).

The series of orientations of DepEd Order (DO) No. 35, s. 2025/2026 and the associated data gathering for the development of the Language Identification Tool (LIT) are critical components of the Department's efforts to implement a context-responsive and evidence-based language policy for Kindergarten to Grade 3 learners. The LMP operationalizes DepEd's mandate to systematically identify and classify learners' primary languages, which serves as the foundation for making informed decisions on the medium of instruction (MOI), particularly under the new policy environment for early grade education.

- APPROVED
- DISAPPROVED
- FURTHER COMMENTS/REMARKS

Comments:

For the Undersecretary's consideration and approval.



DepEd Philippines

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Department of Education  
 Planning and Programming Division - Planning Services Control No. \_\_\_\_\_

Responsible Center Codes \_\_\_\_\_ Fund Sources \_\_\_\_\_

Planning Balances P \_\_\_\_\_ Remaining Balances R \_\_\_\_\_

Delinquency \_\_\_\_\_

A. Within the WFP  
 Yes  No  With Justification Y/N? Y  
 Original? \_\_\_\_\_ What activity should be cut-down/charge? \_\_\_\_\_  
 Revised? \_\_\_\_\_ AC-26-00-710-026-013, 014, 015, 016

B. Program/Project Name: STRUCTURED PEDAGOGY

C. Components \_\_\_\_\_

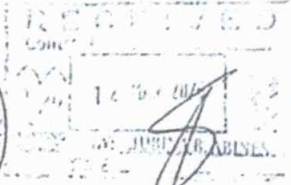
D. Outputs: MANAGED FUND IMPACT Physical Targets 1.15  
NO. OF FUND IMPACT Physical Targets +

E. Output Indicators: NO. OF FUND IMPACT Physical Targets \_\_\_\_\_

F. Budgets: Current/Cont. \_\_\_\_\_ WFP Psp \_\_\_\_\_  
 This Transactions Psp: 5,963,660

G. GASS, STD \_\_\_\_\_

Prepared by: [Signature]  
 Checked by: [Signature]  
 Date Prepared: 1/1 Time: \_\_\_\_\_



10824

AC-26-BLD-TLD-BEC-2-053	Language Mapping Process (D.O. 35 s. 2025) (Orientation Mindanao Cluster)
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**ACTIVITY/IES WITH DOWNLOADING:**

N/A	
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**ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S):**

Activity Code	Name of Activity	Amount
AC-26-BLD-TLD-BEC-2-01 3	Language Mapping Process (D.O. 35 s. 2025) (Orientation - Luzon Cluster 1)	1,417,600.00
AC-26-BLD-TLD-BEC-2-01 4	Language Mapping Process (D.O. 35 s. 2025) (Orientation - Luzon Cluster 2)	1,583,320.00
AC-26-BLD-TLD-BEC-2-01 5	Language Mapping Process (D.O. 35 s. 2025) (Orientation - Visayas Cluster)	1,426,520.00
AC-26-BLD-TLD-BEC-2-01 6	Language Mapping Process (D.O. 35 s. 2025) (Orientation - Mindanao Cluster)	1,541,220.00
Grand Total:		5,968,660.00

**JUSTIFICATION:**

The series of orientations on the Language Mapping Process (LMP) under DepEd Order (DO) No. 35, s. 2025/2026 and the associated data gathering for the development of the Language Identification Tool (LIT) are critical components of the Department of Education's efforts to implement a context-responsive and evidence-based language policy for Kindergarten to Grade 3 learners. The LMP operationalizes DepEd's mandate to systematically identify and classify learners' primary languages, which serves as the foundation for making informed decisions on the medium of instruction (MOI), particularly under the new policy environment for early grade education. DepEd Order No. 35 provides detailed guidelines and processes for regular language mapping activities, emphasizing accuracy, consistency, and legal compliance in gathering language data to guide classroom and instructional planning.

This initiative is grounded in Republic Act No. 12027, which discontinues the mandatory use of the mother tongue as the primary medium of instruction from Kindergarten to Grade 3 and instead designates Filipino and English as the primary languages of instruction, while still allowing optional use of the learners' first languages in monolingual settings that meet specific criteria. RA 12027 explicitly tasks DepEd, in consultation with the Komisyon sa Wikang Filipino (KWF), to develop and implement a language mapping policy and framework within one year of the law's effectivity to properly identify and classify learners by their native languages in order to determine the existence of monolingual classes. The orientations will ensure that school leaders and implementers have a deep and unified understanding of this statutory requirement and the technical steps involved.

The LMP also aligns with DepEd Order No. 20, s. 2025, which sets out the new policy on the Medium of Instruction for Kindergarten to Grade 3 effective School Year 2025-2026. In accordance with this policy, schools must use language data "specifically the actual languages spoken, understood, and used by learners" as one of the bases for determining the most appropriate MOI at the classroom level. This order emphasizes that language use decisions must be grounded in current, context-sensitive, and learner-specific data, rather than on prior default assignments or assumptions about learners' home languages. Orientations on the LMP therefore serve a vital role in operationalizing this directive by building capacity on accurate data collection and application.

A key component of the LMP is the development and application of the Language

**FINANCIAL REQUIREMENTS:**

Activity Code	Name of Activity	Amount
223 AC-26-BLD-TLD-BEC-2-05 0 AC-26-BLD-TLD-BEC-243	Language Mapping Process (D.O. 35 s. 2025) (Orientation Luzon Cluster 1)	1,417,600.00
224 AC-26-BLD-TLD-BEC-2-05 1 AC-26-BLD-TLD-BEC-244	Language Mapping Process (D.O. 35 s. 2025) (Orientation Luzon Cluster 2)	1,583,320.00
227 AC-26-BLD-TLD-BEC-2-05 2 AC-26-BLD-TLD-BEC-245	Language Mapping Process (D.O. 35 s. 2025) (Orientation Visayas Cluster)	1,426,520.00
228 AC-26-BLD-TLD-BEC-2-05 3 AC-26-BLD-TLD-BEC-246	Language Mapping Process (D.O. 35 s. 2025) (Orientation Mindanao Cluster)	1,541,220.00
Grand Total:		5,968,660.00

**SOURCE OF FUNDS:**

BEC - 2026

**ADMINISTRATIVE ARRANGEMENTS:**

The participants to these activities will be the Regional and Division Education Program Supervisors, Master Teachers, MTB-MLE Regional and Division focal persons and Ed Tech Regional and Division Specialists. The orientations will be managed and facilitated by the Bureau of Learning Division-Teaching and Learning Delivery (BLD-TLD), Language Mapping Policy Team. Hence, the eligible expenses for travel of the BLD-TLD staff and the honorarium for resource persons including the payment for the board and lodging will be disbursed through direct payment as indicated in the attached Budget Estimate. MS. MARIANNE ANCLOTE of Office of the Director, BLD is requested to serve as the Disbursing Officer. Ms. AncloTE is further requested to draw cash advance for the necessary supplies and materials needed in the conduct of these requested activities. Below are the details of the activities:

Activity Code No. of Pax Venue Direct Payment Cash Advance  
AC-26-BLD-TLD-BEC-2-013 220 Olongapo 1,320,000.00 22,000.00  
AC-26-BLD-TLD-BEC-2-014 251 NCR 1,506,000.00 25,100.00  
AC-26-BLD-TLD-BEC-2-015 206 Cebu City 1,236,000.00 20,600.00  
AC-26-BLD-TLD-BEC-2-016 223 Davao City 1,338,000.00 22,300.00

**ANNEXES:**

1. Completed Staff Work
2. Budget Estimate
3. Program Matrix
4. Approved 2026 Work and Financial Plan

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.