



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 24 2025

OFFICE MEMORANDUM
FTAD – 2025 - 001

**ADDENDUM TO OFFICE MEMORANDUM NO. 169, S. 2025 TITLED
“COORDINATION OF REGIONAL ACTIVITIES FOR CALENDAR
PLOTING DATED JULY 21, 2025”**

To: Functional Division Chief Education Supervisors
Education Program Supervisors
All Others Concerned

1. Relative to Regional Memorandum No. 169, s. 2025 titled Coordination of Regional Activities for Calendar Plotting, the Regional TRACE – Timetable Request and Calendar Entry Request Slip, along with the Process Flow Framework, have been introduced to assist RO personnel in the calendar plotting process.
2. Enclosed are the following documents, for references:
 - a. **Enclosure 1** *Regional TRACE Scheduling Request Slip*
 - b. **Enclosure 2** *Regional TRACE Rescheduling Request Slip*
 - c. **Enclosure 3** *Regional TRACE Cancellation/ Postponement Request Slip*
 - d. **Enclosure 4** *Regional TRACE Process Flow Framework*
3. All provisions of the previous Memorandum shall remain in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None

Reference: As Stated

To be indicated in the Perpetual Index

under the following subjects:

CALENDAR

COORDINATION

RDV/FTAD-RMWLC- Coordination of Regional Activities for Calendar Plotting
005/July 24, 2025



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 21 2025

OFFICE MEMORANDUM

No. 169 s. 2025

COORDINATION OF REGIONAL ACTIVITIES FOR CALENDAR PLOTTING

To: Functional Division Chief Education Supervisors
Education Program Supervisors
All Others Concerned

1. To ensure efficient planning and implementation of programs, projects, and activities (PPAs), this Office requires all functional divisions to coordinate with the Field Technical Assistance Division prior to finalizing the schedule of any activity, training, or event to be plotted in the Regional Calendar.
2. This initiative aims to avoid overlapping of schedules, maximize participation, and facilitate effective resource utilization across the region.
3. All functional divisions are enjoined to submit their approved activities or any changes in schedule to the Office of the Field Technical Assistance Division at least thirty (30) working days before the intended date of conduct.
4. Cooperation and adherence to this process are crucial in maintaining a streamlined and organized calendar of regional undertakings.
5. For further queries, contact Mr. Roy D. Villacorte, OIC-EPS, FTAD at 09913779608 or roy.villacorte@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.

For:

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None

Reference: As Stated

To be indicated in the Perpetual Index

under the following subjects:

CALENDAR

COORDINATION

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Enclosure 1

Regional TRACE – Timetable Request and Calendar Entry
(TRACE Scheduling Request Slip)

Functional Division: _____

Title of Activity	
Inclusive Date/s	
Time	
Participants	
Modality	<input type="checkbox"/> Online/Virtual <input type="checkbox"/> Face-to-Face
Date Requested	
Name of Program Owner	
Signature	

Noted:

Chief Education Supervisor

Remarks: (To be filled up by FTAD Personnel)

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED:
	Reason/s:
<p>ROY D. VILLACORTE, PhD OIC-Education Program Supervisor (FTAD) In-Charge of Request for Integrated Schedule of Engagement (RISE)</p>	
<p>SOL GRACE O. TIMOLA OIC-Chief Education Supervisor (FTAD)</p>	



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Enclosure 2

Regional TRACE – Timetable Request and Calendar Entry

(TRACE Rescheduling Request Slip)

Functional Division: _____

Title of Activity	
Inclusive Date/s	
Time	
Participants	
Modality	<input type="checkbox"/> Online/Virtual <input type="checkbox"/> Face-to-Face
Date Requested	
Name of Program Owner	
Signature	

Noted:

Chief Education Supervisor

Remarks: (To be filled up by FTAD Personnel)

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED:
	Reason/s:
ROY D. VILLACORTE, PhD OIC-Education Program Supervisor (FTAD) In-Charge of Request for Integrated Schedule of Engagement (RISE)	
SOL GRACE O. TIMOLA OIC-Chief Education Supervisor (FTAD)	



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Enclosure 3

Regional TRACE – Timetable Request and Calendar Entry

(TRACE Cancellation/Postponement Request Slip)

Functional Division: _____

Title of Activity	
Inclusive Date/s	
Time	
Participants	
Modality	<input type="checkbox"/> Online/Virtual <input type="checkbox"/> Face-to-Face
Reason/s for Cancellation/Postponement	
Date Requested	
Name of Program Owner	
Signature	

Noted:

Chief Education Supervisor

Remarks: (To be filled up by FTAD Personnel)

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED:
	Reason/s:
ROY D. VILLACORTE, PhD OIC-Education Program Supervisor (FTAD) In-Charge of Request for Integrated Schedule of Engagement (RISE)	
SOL GRACE O. TIMOLA OIC-Chief Education Supervisor (FTAD)	



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Enclosure 4

Regional TRACE Process Flow Framework

