



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

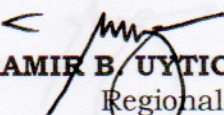
JUL 21 2025

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](mailto: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

RDV/FTAD-RMWLC- Coordination of Regional Activities for Calendar Plotting  
005/July 21, 2025



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