



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

SEP 04 2025

REGIONAL MEMORANDUM

No. 344, s. 2025

**APPROVAL OF VOCATIONAL TRAINING TEAM (VTT) GLOBAL GRANT  
APPLICATION WITH THE ROTARY FOUNDATION AND FINAL DATES OF TRAVEL  
FOR COOKERY INSTRUCTORS IN NEGROS ISLAND REGION**

To: OIC-Assistant Regional Director  
Schools Division Superintendents of Bacolod City and Guihulngan City  
Regional Functional Division Chiefs  
All Others Concerned

1. Attached is a letter from PDG John Michael Jon Ng, Rotary International District 3850 Grants Sub-Committee dated September 2, 2025 regarding the **Approval of Vocational Training Team (VTT) Global Grant Application with Rotary Foundation for Cookery Instructors in Negros Island Region on November 15 – December 13, 2025 in South Korea.**

2. The following are the grantees of the said training:

No.	Names	Divisions	Schools
1	Windell B. Victoriano	Bacolod City	Luisa Medel NHS
2	Ernieliza B. Duran	Guihulngan City	Binobohan NHS

3. The participants are requested to comply with their Korean Visa requirements (Annex A) and their respective Travel Authority requirements (Annex B) not later than **October 1, 2025.**

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

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

SCHOLARSHIP TRAINING  
089/September 4, 2025/NES/VTT



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: nir@depd.gov.ph  
Website: <https://depdnir.net>



2 September 2025

Dr. Ramir Uytico, CESO III  
Regional Director  
Department of Education NIR  
Brgy. Batinguil, Dumaguete City

Dear Dr. Uytico,

I am pleased to announce that our proposal for GG2578272 Vocational Training Team for Cookery Instructors in Western Visayas RID3850 has been approved by The Rotary Foundation. This serves as our formal notice of inclusion in and invitation to be part of this laudable project of Rotary International District 3850 for the following Cookery instructors and officers of the Department:

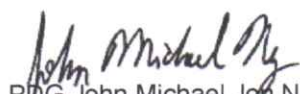
1. WINDELL B. VICTORIANO  
2. ERNIELIZA B. DURAN

LUISA MEDEL NHS- BACOLOD CITY  
Binobohan National High School - Guihulngan City

As mentioned in our previous briefings, all inspection and training and travel expenses (plane fares, board and lodging) shall be shouldered by Rotary and all travel tax and visa and passport requirements shall be for trainees' account. We can assist with visa application as long as the necessary documents and payment are submitted by the deadline set by our visa service provider; details to be sent directly to the concerned parties. The final travel dates set for our instructors is November 15 – December 13, 2025; it is hoped that the Department shall speedily assist our instructors with their respective travel authority and documents needed to make this training possible.

I look forward to working with all of you closely as the days of the inspection and training come near.

Truly yours in Rotary

  
PDG John Michael Ng  
RID3850 Grants Sub-Committee



## VOCATIONAL TRAINING TEAM ITINERARY

A detailed travel itinerary is required for any grant activity involving vocational training teams. It must outline the team's travel arrangements (both local and international), daily activities, and hosting accommodations, as well as provide cooperating organization information.

### PROPOSED TRAVEL SCHEDULE

Please provide all proposed travel information for the duration of the grant activity, including travel from the home country to the international country and all local travel during the training. No arrangements should be purchased until grant is approved by The Rotary Foundation. If traveling by plane, indicate the proposed flight number; otherwise, indicate how travel arrangements will be made. Should any participants be completing personal travel, please include this information as well.

Date	Name(s)	Departure/Arrival Location	Flight Information or Means of Transportation
Nov 15 2025	All members/Team Leader	Provinces / Manila	Philippine Airlines
Nov 16 2025	All members	Manila / Incheon	Philippine Airlines
Dec 12 2025	All members	Incheon / Manila	Philippine Airlines
Dec 13 2025	All members/Team Leader	Manila / Provinces	Philippine Airlines

If you need to insert additional rows, place your cursor at the end of a row and hit the Tab key.

### DAILY ITINERARY

Please provide a day-by-day, location-by-location listing of the activities planned for the team's visit. This should be completed by the international sponsor in conjunction with the host sponsor. Team members, international sponsors, and host sponsors are required to review and approve this itinerary. (The itinerary could also be used as part of any predeparture packet for each participant.)

Date	Activity	Location
Nov 16 2025	Arrive Korea	Incheon, Korea
Nov 16 2025	Transfer to Gwangju City	Incheon, Korea
Nov 17 2025	In Enroll to Honam Vocational Training School, Start Training	Gwangju, Korea
Dec 12 2025	Finish Training, Graduation	Gwangju, Korea
Dec 12 2025	Transfer to Incheon, back to Philippines	Incheon, Korea and Manila, Philippines



### ACCOMMODATIONS

Please provide all arrangements for lodging (e.g., hotels, dormitories, Rotarian host accommodations). In each contact information section, please include a complete address, phone number, and any specific Rotarian contacts.

Date	Location	Contact Information (including name, address and phone)
Nov 16 2025	Gwangju, until Dec 12 2025	Inhye Kim, +821028703794
Dec 12 2025	Manila, Philippines	Inhye Kim, +821028703794