



**MEMORANDUM**

To : **The Schools Division Superintendents**  
From : **ESTELA L. CARINO, Ed.D., CESO IV**  
Director IV/Regional Director



**For the Regional Director:**  
*[Signature]*  
**ARNULFO M. BALANE, CESO V**  
OIC-Office of the Regional Director

Date : March 13, 2019

Subject : **PARTICIPANTS FOR THE CONDUCT OF SEMINAR WORKSHOP  
ON SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING  
(STEP) ON JUNE 18-21, 2019**

The Bureau of Learner Support Services (BLSS) thru the School Health Division shall conduct a Seminar Workshop on Systematic Training for Effective Parenting (STEP) as one of the activities under the National Drug Education Program (NDEP) on June 18-21, 2019.

The participants for the Workshop are the Regional and Division NDEP coordinators and Presidents from Federation of Parents-Teachers and Community Association (PTCA).

In line with this, may we respectfully request your good office to submit the list of names of your participants consisting of one (1) Division NDEP Coordinator and five (5) selected PTCA Presidents to the office of Education Support Services Division – Health and Nutrition Section on or before March 18, 2019, Attention: Chief, ESSD.

Venue of the workshop will be announced later.

For information, guidance and compliance.

*Essd/jln/edu*



Republic of the Philippines  
**Department of Education**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
 DepEd Complex, Meralco Avenue, Pasig City



March 6, 2019

**ESTELA L. CARIÑO**  
 Regional Director  
 DepEd RO II  
 Carig, Tuguegarao City

Dear **Director Cariño**:

We are pleased to inform you that the Bureau of Learner Support Services thru the School Health Division shall conduct the Seminar Workshop on Systematic Training for Effective Parenting (STEP) as one of the activities under the National Drug Education Program (NDEP) on **June 18-21, 2019** in Tuguegarao City.

The workshop aims to:

- orient the participants on Systematic Training for Effective Parenting;
- discuss the roles of parents in the drug abuse prevention and control program; and
- formulate an action plan for Systematic Training for Effective Parenting.

The participants for the Workshop are the Regional and Division NDEP coordinators and Presidents from Federation of Parents-Teachers and Community Association (PTCA).

In this light, may we respectfully request your assistance thru a Letter of Acceptance for the downloading of procurement of venue for the board and lodging and traveling expenses of the participants.

The aforesaid activity is for four (4) days for 71 participants, with the following breakdown:

	<b>No. of Pax</b>	<b>Total</b>
Regional NDEP Coordinator	1	1
Division NDEP Coordinator	1 per division	9
Selected PTCA President	5 per division	45
Organizers from Central Office	10	10
Resource Speaker	6	6
<b>TOTAL</b>		<b>71</b>

The Letter of Acceptance is required by the Budget Division, Central Office prior to the release of Sub-ARO. Attached is the Technical Specifications for the venue for ready reference.

May we also request for the list of participants duly approved by the the Regional Director or authorized representative, as required in the processing of cash advance by the Accounting Division.

We would appreciate if you could send the requested documents by fax at (02) 632-9935 or by email to [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) on or before **March 22, 2018**.

For further details, you may contact **Ms. Girlie G. Azurin**, Senior Education Program Specialist, School Health Division at telephone number (02) 632-99-35.

Thank you.

Very truly yours,

  
**RIZALINO JOSE T. ROSALES**

Director IV