



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT  
 No. 06 - 002, s. 2024



TO : **Engr. Luzminda S. Bacquial** - **IPTBM Project Leader**  
**Dr. Ivy S. Diaz** - **Project Staff Level 1**  
**Virgilio T. Ombao Jr., PhD (CAR)** - **Project Staff Level 1**  
**Khenn D. Temporosa** - **Project Technical Aide IV**

SUBJECT : **ATTENDANCE TO RAISE IPTBM REGIONAL MONITORING & WORKSHOP**

DATE : **June 03, 2024**

The CARAGA RAISE program conducts monitoring and workshops as an initiative to promote transparency, accuracy, and compliance with regulatory requirements. This activity is important for reviewing spending, assessing achievements, and planning collaboratively. It fosters informed decisions and capacity-building among teams, promoting a culture of accountability.

This workshop is essential for the successful execution and sustainability of IPTBM projects. You are hereby informed to attend this activity to take part in the execution of the detailed financial reports, performance reviews, actionable recommendations, and a strategic roadmap for future phases of the project.

This will be conducted on-site at the University Old Board Room on June 11, 2024, to be participated by the personnel listed as attached.

For your guidance and compliance.

**NEMESIO G. LOAYON, PhD.**  
 SUC President III

*[Signature]* **BY THE AUTHORITY OF THE UNIV. PRESIDENT**

**ABUNDIO C. MIRALLES, Ed. D.**  
 VP for Admin and Finance

**JUN 03 2024**



Republic of the Philippines  
**North Eastern Mindanao State University**  
Rosario, Tandag City, Surigao del Sur  
Telepax No. (086) 214-4221  
Website: [www.nemsu.edu.ph](http://www.nemsu.edu.ph)



### Participants of the Workshop

<b>Name</b>	<b>Position/Designation</b>	<b>Station/Office</b>
CSU Team	Project Leader & Project Staff	CSU
ASSCAT Team	Project Leader & Project Staff	ASSCAT
Engr. Luzminda S. Bacquial	IPTBM Project Leader	NEMSU
Virgilio T. Ombao Jr., PhD.	Project Staff Level – 1, IPTBM	NEMSU - Bislig
Ivy S. Diaz, EdD.	Project Staff Level – 1, IPTBM	NEMSU
Khenn D. Temporosa	Project Technical Aide IV, IPTBM	NEMSU



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## ACTIVITY PROPOSAL

TITLE OF PROPOSAL : RAISE IPTBM Regional Monitoring & Workshop  
DATE : June 11, 2024  
VENUE : NEMSU Old Boardroom  
ESTIMATED BUDGET : P 11,000.00  
SOURCE OF FUND : IPTBM - RAISE program (TF-DOST/PCAARRD/RAISE)  
PARTICIPANTS : CSU, ASSCAT & NEMSU Program Leader, Project Leaders, and IPTBM Staff  
RESOURCE Persons : Luzminda Bacquial & Project 1A Leaders of CSU & ASSCAT

### I. RATIONALE

The RAISE IPTBM Regional Monitoring & Workshop at North Eastern Mindanao State University is crucial for evaluating the project's progress in budget utilization and accomplishment for the third quarter of year 1. It ensures accountability, transparency, and alignment with IPTBM goals. The workshop will review spending, assess achievements, and plan collaboratively. This fosters informed decisions and capacity-building among teams, promoting a culture of accountability. Expected outcomes include detailed financial reports, performance reviews, actionable recommendations, and a strategic roadmap for future phases. This workshop is essential for the successful execution and sustainability of IPTBM projects.

### DESCRIPTION OF THE ACTIVITY

The RAISE IPTBM Monitoring Workshop is a critical event designed to evaluate the current status of projects under the IPTBM initiative, focusing on budget utilization and the accomplishment of objectives. Participating institutions include Caraga State University, Agusan del Sur State College of Agriculture and Technology, and North Eastern Mindanao State University. The workshop will bring together the participation of Program Leader, Project Leaders, and IPTBM staff of the three SUCs in Caraga the NEMSU, ASSCAT, and CSU to review financial expenditures, assess project achievements, and facilitate collaborative planning and decision-making. This will be hosted at the North Eastern Mindanao State University's Old Board Room, the workshop aims to ensure accountability, transparency, and strategic alignment with the IPTBM initiative's overarching goals. Expected outcomes include comprehensive financial reports, performance reviews, actionable recommendations, and a strategic roadmap for future project phases, contributing to the successful execution and sustainability of IPTBM projects.

### II. OBJECTIVES

The RAISE IPTBM Monitoring-Workshop aims to review budget utilization, evaluate project accomplishments, and ensure alignment with IPTBM goals. It promotes accountability, transparency, and strategic planning while fostering collaboration and capacity building. The workshop will generate actionable recommendations and develop a strategic roadmap for future project phases to enhance the successful execution and sustainability of IPTBM projects.

The following specific goals will be pursued during this activity:

1. Review and Assessment of Budget Utilization:

- To provide a detailed examination of financial expenditures for each project, ensuring budget allocations are effectively utilized.
- To identify and address any discrepancies or issues in budget management to optimize financial resources.

2. Evaluation of Project Accomplishments:



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- To present and discuss the achievements of each project in relation to their predefined objectives.

- To measure the impact and progress of the projects, highlighting successes and identifying areas for improvement.

3. Facilitation of Strategic Planning:

- To ensure that all projects are aligned with the strategic goals of the IPTBM initiative.  
- To promote collaborative planning and decision-making for future project phases, ensuring cohesive and goal-oriented progression.

4. Enhancement of Accountability and Transparency:

- To foster a culture of accountability by requiring project leaders to report on their financial and operational performance.  
- To enhance transparency in budget utilization and project achievements, building trust among stakeholders and increasing the credibility of the IPTBM initiative.

5. Capacity Building and Knowledge Sharing:

- To provide a platform for participants to learn from each other's experiences, challenges, and successes.

- To share best practices and innovative approaches, enhancing the capacity of project teams to achieve desired outcomes.

6. Development of Actionable Recommendations:

- To generate practical recommendations for improving budget management and project execution based on the findings presented during the workshop.

- To develop a strategic roadmap for the next phases of the projects, ensuring alignment with IPTBM's goals and optimal use of resources.

7. Prepare for the Reprogramming of the LIB

**III. PROGRAM OF ACTIVITY**

Date	Time	Particulars	Resources needed/ Resource Persons
June 11, 2024	9:00 am – 9:30 am	Arrival of the participants	
		Attendance	
	9:30 am – 10:00 am	Opening Prayer	
		Flag Ceremony	
		Acknowledging the Participants	
		Welcome Message	
		Rationale of the Activity	
	10:00 am	Working Snacks	
	10:00 am – 12:00 am	Monitoring and Workshop proper	
		<i>Lunch Break</i>	
	1:00 pm – 4:00 pm	Monitoring and Workshop proper	
		Working Snacks	
	4:00 pm – 4:30 pm	Closing Remarks	
Closing Prayer			



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## IV. ESTIMATED BUDGETARY REQUIREMENTS

Code	General Description	Unit of Issue	QTY Size	Unit Cost	Total Cost
Representation of the working committee	AM & PM Snacks	pax	50	80	4,000.00
	Lunch	pax	25	250	6,250.00
Contingency Expenses					750.00
<b>Total Budget</b>					<b>11,000.00</b>

Prepared by:

Concurred by:

**ENGR. LUZMINDA S. BACQUIAL**  
Project IA Leader, PTBM

**ERWIN B. BERRY, EdD. OD**  
Director, Research and Development

Budget Allocation:

Funds Available:

**SANDRA JESSA S. TRAJANO**  
Budget Officer III

**FLORENZA MENDEZ, CPA**  
Accountant III

Recommending Approval:

**ROLLY G. SALVALEON, PhD.**  
VP of Research and Extension

**MARIA LADY SOL A. SUAZO, PhD.**  
VP of Academic and Affairs

**ABUNDIO C. MERRILLES, EdD**  
VP of Admin and Finance

Approved:

*for file* MAY 27 2024  
**NEMESIO G. LOAYON, PhD.**  
SUC President III



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