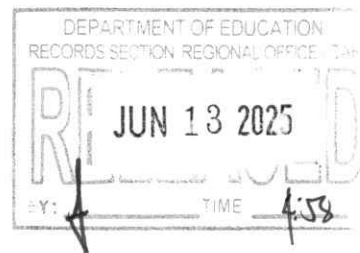




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



10 June 2025

**REGIONAL MEMORANDUM**

No. 401.2025

**SUBMISSION OF REQUEST FOR ADDITIONAL FUNDS FOR THE CONDUCT OF  
PHASE 2 – REVISED K TO 12 CURRICULUM CAPACITY BUILDING ACTIVITIES  
FOR GRADES 2, 3, 5, AND 8 TEACHERS**

To: All Schools Division Superintendents  
All Others Concerned

1. Relative to Regional Memorandum No. 364, s. 2025 on the **Downloading of Funds for the Conduct of Revised K to 12 Curriculum Capacity Building Activities (Phase 2 Implementation)**, this Office requests the submission of justifications for additional funding, if necessary, due to the following considerations:
  - a. proximity of participants to the training venue; and
  - b. provision of printed training materials.
2. All SDOs shall submit fund requests with corresponding breakdowns guided by the template in Enclosure 1 **before June 16, 2025** to facilitate timely processing and release.
3. For queries and clarifications, please contact the Human Resource Development Division through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).
4. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESQ III**  
Director IV/ Regional Director

(Enclosure 1 to RM No. 401.2025)

**Request for Additional Funds in the Implementation of Revised K to 12  
Curriculum Capacity Building Activities (Phase 2)**

**SDO:** \_\_\_\_\_

**1. Additional meals- Breakfast (200.00) and dinner (400.00) shall be provided to participants who will stay in the training venue.**

	NUMBER OF PARTICIPANTS	TOTAL
		-
		-
		-
		-
		-
		-
		-
		-

**2. Travel Allowance**

	NUMBER OF PARTICIPANTS	DISTANCE	ESTIMATED FARE	TOTAL AMOUNT
				-
				-
				-
				-
				-
				-
				-
				-

**3. Printing of Materials (For Procurement to printing press in the SDO)**

	NUMBER OF PARTICIPANTS	UNIT COST	TOTAL AMOUNT
			-
			-
			-
			-
			-
			-
			-
			-

\_\_\_\_\_  
Schools Division Superintendent