



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF ANTIPOLO CITY



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Division of Antipolo City
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Trans No.: 0928
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By: [Signature]

January 29, 2018

TRAVEL ORDER

AUTHORITY IS GRANTED TO:

NO.	NAME	POSITION	DISTRICT/SCHOOL/OFFICE
1.	RENATO B. PANTOJA JR.	FIELD SCOUT EXECUTIVE	SANROQUE NATIONAL HIGH SCHOOL BSP ANTIPOLO CITY COUNCIL
2.	BERNARDO AROMIN JR.	COUNCIL REGISTRATION OFFICER	JUAN SUMULONG ELEMENTARY SCHOOL
7.	ERIC G. GADON	CSE/OIC	SANROQUE NATIONAL HIGH SCHOOL BSP ANTIPOLO CITY COUNCIL

PURPOSE : To attend Regional Seminar Workshop on Government Operations

DESTINATION : MNSR, Los Baños, Laguna

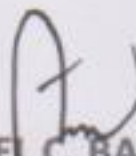
SOURCE OF FUND : Council Fund

DATE : January 31, 2018 – February 03, 2018

MEANS OF TRANSPORTATION : Hired Van

TRAVEL IS ON : Official Business
 Official Time

APPROVED:


DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Boy Scouts of the Philippines

Southern Luzon Region

(Southern Tagalog & Bicol Regions)

Brgy. Timugan, National Highway, 4030 Los Baños, Laguna

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Telephone Number +63 049 536 1626

10 January 2018

REGIONAL OFFICE MEMORANDUM

NUMBER 02, s. 2018

To : All Council Scout Executives/Officer-in-Charge and Council Registration Officers

Subject : **REGIONAL SEMINAR-WORKSHOP ON GOVERNMENT OPERATIONS (Refresher Course)**

1. In compliance to the National Office program on Government Accounting and Auditing Rules and Regulations, especially on registration process in Scout Membership, we take pleasure to announce the conduct of **Regional Seminar-Workshop on Government Operations (Refresher Course)** in cooperation with the National Office, BSP – Finance Division for the Twenty eight (28) local councils of the Southern Tagalog and Bicol Regions.

2. The basic information to this event, are as follows:

Date: February 01-03, 2018

(Participants are required to arrive on January 31, 2018 in the afternoon and may leave on February 03, 2018 after the closing.)

Venue: Langcauan Hall PSC – APR, Mt. Makiling National Scout Reservation (MNSR)
Los Baños, Laguna

Participants: Council Scout Executives/Officer-in-Charge
Council Registration Officer
Council Finance Officer

Registration: A registration fee of Php 1,500.00 per person which includes meals and accommodation.

Transportation and Travel: The attendance of the confirmed participants to this Seminar-Workshop is on Official Business. Authorized travel expenses may be charged to the local council.

Deadline of Application: Name of participants must be submitted to the Regional Office on or before **January 22, 2018.**

3. Please bring along with you the following during the Seminar-Workshop:

3.1 Personal Clothing (Casual Attire), medicine and toiletries

3.2 Laptop with Internet Connectivity

3.3 Returned Reports from June to September (RCD/CRR/CRJ/RAAF/Correlation)

3.4 Local Council Business and Administration Data especially the Scout Membership (AUR) for the month of October, November, December 2017 and January 2018. (RCD/CRR/CRJ/RAAF/Correlation)

4. For information, guidance and compliance.