



ISO 9001 : 2015

AUTHORITY TO TRAVEL
Division of Antipolo City

VERSION NO.
1.0

REVISION NO.
0.2

EFFECTIVITY DATE:
5 June 2018

Page 1 of 1

Division Reference Number

Click or tap here to enter text. *5200*

Date

Click or tap to enter a date.

NAME OF OFFICIAL/EMPLOYEE

DESIGNATION & STATION

BAUTISTA, ROMMEL C.
ROQUE, GLORIA C.
PALOMAR, LITO A.
CELESTE, ANSELMO C.
DOMINGO, JONATHAN P.
BUENA, ARNEL
MARTINEZ, VIVIENE
TUPAS, NIMROD
ATA, RONALDO I.
MILLAN, FERDINAND

Schools Division Superintendent
OIC-Asst. Schools Division Superintendent
OIC- Chief Curriculum Implementation Division
OIC- Chief SGOD
EPS- SGOD
EPS-Values
PSDS
PSDS
Principal II- San Isidro NHS
Principal IV- Juan Sumulong ES

LAST NAME, FIRST NAME MI*

PURPOSE: National Assembly of Education Leaders Hold IT in Trust : LEADING in the Time of Industry

DESTINATION: Manila Marriott Hotel Grand Ballroom, Pasay City-

PERIOD OF TRAVEL

FROM

25 Sep 2018-

TO

27 Sep 2018-

Please Check: -

- Official Business
 Cash Advance
 Reimbursement
- Official Time

(NO EXPENSE to be incurred by the Division Office/School)

Estimated Expense-

Registration Fee	Php	6000 (each)
Transportation		
Travel Allowance		
On Travel Time only		
Full Allowance		

TOTAL ESTIMATED

EXPENSES Php 60,000

Requested by:

[Signature]
DR. GLORIA C. ROQUE
OIC- Asst. Schools Division
Superintendent

Funds Available- for Official *

- Business (specify the source of funds)
- Division Fund
 - LSB Fund
 - Others:
MOOE

Approved:

DIOSDADO M. SAN ANTONIO
Director IV

Recommending Approval: -

[Signature]
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Noted

- On Official Time Only
- Other Funds:

[Signature]
MRS. RAQUEL V. ESGUERRA
Division Accountant II

[Stamp]
AUG 25 2018

REMARKS:



Republic of the Philippines DEPED - TA - ASD - DM01 008-144

Department of Education

5000



09 JUL 2018

DepEd MEMORANDUM
No. 116, s. 2018

NATIONAL ASSEMBLY OF EDUCATION LEADERS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Regional Secretary, ARMM
Schools Division Superintendents
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Association of DepEd Directors (ADD) Inc. shall convene the **National Assembly of Education Leaders** with the theme **Hold IT in Trust: LEADING in the Time of Industry 4.0** on September 25-27, 2018 at the Manila Marriott Hotel Grand Ballroom, Pasay City.
2. The assembly aims to provide education leader-participants the opportunity to strengthen their capabilities in achieving the goals of the K to 12 Basic Education Curriculum Program.
3. All Central Office management staff, namely: bureau, service directors and chiefs of bureaus and services, and field personnel, particularly the regional directors, schools division superintendents, assistant regional directors and assistant schools division superintendents, division chiefs of the regional and division offices, regional, division and district supervisors, school heads and Career Executive Service Written Examination (CESWE) passers are authorized to attend. The members of the Secretariat and working committees who shall provide support in the conduct of the assembly are also authorized to attend. Attendance shall be on **official business**.
4. A registration fee of Six Thousand Pesos (P6,000.00) shall be charged to each participant on a live-out basis. The fee shall cover the following to cover the cost of meals (lunch and snacks), rental of venue, honoraria of resource speakers, kits, including supplies and materials, and other expenses. Participants shall make their own arrangements for their travel expenses, board and lodging and other incidental expenses. On the other hand, DepEd participants shall charge the registration fee, board and lodging and other incidental expenses to the funds of their respective offices, subject to the usual accounting and auditing rules and regulations.
5. Payment of registration fee shall be accepted **until August 10, 2018 only** through the following bank details:

Bank Name : Landbank of the Philippines (DECS Extension Office)
Account Name : Association of DepEd Directors Inc.
Account Number : 3342-1014-52

6. The participants are advised to register online at <http://bit.ly/NAEducationLeaders> on or before **August 24, 2018**. To facilitate the issuance of official receipts, the Regional Coordinators shall consolidate the original copies of deposit slips of all regional participants and present to the Registration Committee on **September 25, 2018** at the venue.

7. The Indicative Program Matrix is enclosed.

8. For more information, contact **Dir. Jocelyn DR. Andaya**, President of the Association of DepEd Directors (ADD), Department of Education (DepEd) Central Office, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, and/ or the **ADD National Assembly Secretariat** at telefax no. (02) 636-5096 or email at add@deped.gov.ph.

9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
DepEd Memorandum No. 136, s. 2017

To be indicated in the Perpetual Index
under the following subjects:

ASSEMBLY
BASIC EDUCATION
CONFERENCE
OFFICIALS
SOCIETY OR ASSOCIATIONS