TRAVEL ORDER

Authority is hereby requested for:

1. Raquel F. Eguerra - Accountant III
2. Ragaam V. Dela Cruz - AO V - Budget
3. Dr. Emily M. Concio - PSDS
4. Merlita O. Sayago - EPS - Kindergarten/MTB-MLE
5. Maria Florabel M. Tolentino - ITO

Purpose: Attendance to the 2018 DepEd CALABARZON Regional GAD Convention

Destination: Tagaytay Haven Mendez, Tagaytay City

Date: August 30-31, 2018

Means of Transportation: Public Transportation

Travel is on: Official Business

Official Time

Source of Funds: MOOE

Canteen Funds

Personal Funds

Others: Local Funds

Approved: DR. ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent
TO: REGIONAL GAD FOCAL POINT SYSTEM
SCHOOLS DIVISION SUPERINTENDENTS

FROM: DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: 2018 DEPED CALABARZON GENDER AND DEVELOPMENT (GAD) CONVENTION

DATE: July 31, 2018

1. The Department of Education Region IV-CALABARZON through the Regional Gender and Development Focal Point System shall conduct the 2018 DepEd CALABARZON Gender And Development (GAD) Convention on August 30-31, 2018 with the theme “Sustaining Gender and Development (GAD) in Basic Education”. Venue to be announced soon.

2. The convention aims to:
   a. address pressing gender issues affecting the basic education sector;
   b. strengthen the capacity of the GFPS members on gender related laws to combat gender-based violence in learning institutions and workplaces; and
   c. sustain the Department’s commitment on gender and development towards a gender responsive-agency.

3. Participants to the said activity are the members of the Regional Office (RO) and SDO GAD Focal Point System. They are expected to be at the venue on August 30, 2018 at 8 a.m.

4. The first meal to be served is breakfast of Day 1 and the last meal is p.m. snack of the last day of the convention.

5. A registration fee of Php 3,000.00 shall be collected from the participants to cover the convention expenses such as board and lodging of the participants.

6. Expenses incurred in attendance to the said convention such as the registration fee, travel and other relevant expenses shall be charged against local funds (GAD Fund) while supplies and materials and honorarium of the resource
persons shall be charged against RO funds (GAD Fund) subject to the usual accounting and auditing rules and regulations.

7. Participants are advised to register online on or before August 15, 2018 through this link: [http://bit.ly/06GADC0N18](http://bit.ly/06GADC0N18).

8. Below is the expected list of Participants per SDO.

<table>
<thead>
<tr>
<th>GFPS</th>
<th>Total No. of Pax/SDO</th>
<th>Total No. SDOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RO GAD FPS</td>
<td>15 pax</td>
<td>15 pax</td>
</tr>
<tr>
<td>Province SDO GAD FPS</td>
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<td></td>
</tr>
<tr>
<td>• SDO GAD FPS</td>
<td>7 pax</td>
<td>7 x 5 SDOs = 35 pax</td>
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<tr>
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</tr>
<tr>
<td>• PSDS</td>
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<tr>
<td>RGADC TWG</td>
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</tbody>
</table>

Grand Total: 133 pax

9. Immediate and wide dissemination of this Memorandum is earnestly desired.