



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

Code:
 DF01-01SDS-18

Effectivity date:
 May 2018

Version No:
 1.0

Office/Unit:

Revision No:
 00

**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

Division Reference Number 6835 Date **27 Sep 2018**

| NAME OF OFFICIAL/EMPLOYEE | DESIGNATION & STATION |
|---|---|
| PALOMAR, LITO A. LICO, MARILOU M. SAN JUAN, JEAN ARANTE, KENNETH VISTA, ERLYN DE OCAMPO, HERBERT U. <small>LAST NAME, FIRST NAME MI *</small> | OIC-Chief, CID / EPS – AP PSDS ALIVE Coordinator – Juan Sumulong ES Teacher – San Jose NHS Teacher – Bagong Nayon I ES Teacher – Antipolo City SPED Center |

PURPOSE: Attendance to the Regional Training on the Arabic Emergent Reading and Culture Awareness (AERCA) Basic and Intermediate Levels Back to Back to the Training Workshop of ASATIDZ on Culturally Responsive Teaching Pedagogy

DESTINATION: Tagaytay International Convention Center, Tagaytay City

PERIOD OF TRAVEL FROM **1 Oct 2018** TO **5 Oct 2018**

| PERIOD OF TRAVEL | FROM | TO | 5 Oct 2018 |
|---|---------------------------------|-----|-------------------|
| Please Check: - 1. <input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Cash Advance <input type="checkbox"/> Reimbursement 2. <input type="checkbox"/> Official Time <small>(NO EXPENSE to be incurred by the Division Office/School)</small> | Estimated Expense- | | |
| | Registration Fee | Php | |
| | Transportation | | 400.00 |
| | Travel Allowance | | |
| | On Travel Time only | | |
| | Full Allowance | | |
| | TOTAL ESTIMATED EXPENSES | | Php 400.00 |

| | | |
|---|--|--|
| Requested by: LITO A. PALOMAR OIC-Chief, CID / EPS - AP | Funds Available- for Official * Business (specify the source of funds) <input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: <u>Local Funds / MOOE</u> | Approved: DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent |
| | Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: MRS. RAQUEL F. ESGUERRA Division Accountant III | |

REMARKS:



TO : SCHOOLS DIVISION SUPERINTENDENTS



FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : REGIONAL TRAINING ON THE ARABIC EMERGENT READING AND
CULTURE AWARENESS (AERCA) BASIC AND INTERMEDIATE LEVELS
BACK TO BACK TO THE TRAINING WORKSHOP OF ASATIDZ ON
CULTURALLY RESPONSIVE TEACHING PEDAGOGY (CRTP)

DATE : September 14, 2018

1. The Department of Education Region IV-A through the Curriculum and Learning Management Division will conduct the Regional Training on Arabic Emergent Reading and Culture Awareness (AERCA) Basic and Intermediate Levels Training Workshop of Asatidz on Culturally Responsive Teaching Pedagogy (CRTP) on October 1-6, 2018 at Tagaytay International Convention Center, Tagaytay City.
2. The activity aims to:
 - a. orient the Non-Muslim participants about Arabic Language and to awaken their awareness on Culture and Traditions of Muslim People; and
 - b. develop and enhance the teaching skills of the Asatidz to become more effective and efficient in teaching Arabic Language and Islamic Values Education in the Madrasah.
3. Training dates, venues, number of participants and title of the activities are as follows.

| Activity | Date | Venue | No. of Pax |
|---|---------------|---------------------|------------|
| AERCA Basic | Oct.1-3, 2018 | TICC, Tagaytay City | 130 |
| AERCA Intermediate | Oct.4-6, 2018 | TICC, Tagaytay City | 130 |
| Culturally Responsive Teaching Pedagogy | Oct.4-6, 2018 | TICC, Tagaytay City | 65 |



4. Participants to this training are the Division ALIVE Coordinators (DACS) Education Program Supervisor (EPS), Public Schools District Supervisor (PSDS) Principal /School Head, Department Head and Select Asatidz (Muslim Teachers) for AERCA for Basic and Intermediate Levels, while in Training Workshop for Culturally Responsive Teaching Pedagogy are Asatidz and Division ALIVE Coordinators.

| NUMBER OF PARTICIPANT PER ACTIVITY IN THE DIVISION | | | | |
|--|-------------------------|-------------------------------------|------|-------|
| DIVISION | AERCA BASIC LEVEL | AERCA INTERME DI-ATE LEVEL | CRTP | TOTAL |
| 1.CAVITE PROVINCE | 7 | 7 | 1 | 15 |
| 2.BACOR CITY | 5 | 5 | | 10 |
| 3.CAVITE CITY | 6 | 6 | 3 | 15 |
| 4.DASMARIÑAS CITY | 7 | 7 | 8 | 22 |
| 5.GEN. TRIAS CITY | 5 | 5 | 3 | 13 |
| 6.IMUS CITY | 5 | 5 | | 10 |
| 7.LAGUNA | 6 | 6 | 3 | 15 |
| 8.BINAN CITY | 6 | 6 | 3 | 15 |
| 9.CABUYAO CITY | 5 | 5 | | 10 |
| 10.CALAMBA CITY | 6 | 6 | 3 | 15 |
| 11.SAN PABLO CITY | 5 | 5 | | 10 |
| 12.STA ROSA CITY | 6 | 6 | 3 | 15 |
| 13.BATANGAS PROVINCE | 6 | 6 | 5 | 17 |
| 14.BATANGAS CITY | 5 | 5 | | 10 |
| 15.LIPA CITY | 7 | 7 | 5 | 19 |
| 16.TANAUAN CITY | 6 | 6 | 5 | 17 |
| 17.RIZAL PROVINCE | 7 | 7 | 6 | 20 |
| 18.ANTIPOLO CITY | 6 | 6 | 4 | 16 |
| 19.QUEZON PROVINCE | 5 | 6 | 2 | 14 |
| 20.LUCENA CITY | 7 | 7 | 5 | 19 |
| 21.TAYABAS CITY | 5 | 5 | | 10 |
| REGIONAL STAFF | 6 | 6 | 6 | 18 |
| TOTAL | 130 | 130 | 65 | 325 |

NOTE: THE PARTICIPANTS ON AERCA BASIC AND INTERMEDIATE ARE THE SAME. NO SUBSTITUTE AND REPRESENTATIVE DURING THE ACTIVITIES.

5. To register and confirm their participation, they are requested to log in at <https://bit.ly/AERCACRTP>
6. They are advised to observed the following:
- Take the cheapest mean of transportation to and from the venue.
 - Follow the check-in/out at time and real schedule.
 - Prepare Travel Order.
 - Bring their own laptop, charger, extension wire and other training materials needed in the activity.
7. The registration shall start at 7:00 a.m. and Opening Program will commence at 9:00 a.m. for both Training activities.

8. Please take note of the following meal arrangements.

| Activity | Date | First Meal | Last Meal |
|--------------------------|----------|------------|-----------|
| AERCA Basic Level | Oct. 1-3 | Oct. 1 | Oct. 3 |
| AERCA Intermediate Level | Oct. 4-6 | Oct. 4 | Oct. 6 |
| CRTP | Oct. 4-6 | Oct. 4 | Oct. 6 |

9. 7. The board and lodging of the participants shall be charged to the downloaded Madrasah Education Program (MEP) Funds while the travelling expenses and incidental allowance of the participants shall be charged to local/MOOE and any available funds subject to the usual auditing rules and regulations.
8. For inquiry or clarification, you may contact Mr. Leonardo C. Cargullo, EPS-Regional ALIVE Coordinator at CP no. 09989942134
10. Immediate dissemination of this Memorandum is desired.

lcc/09/14/18