



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

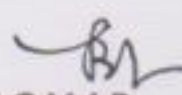
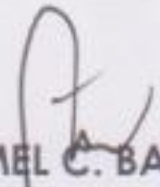

Office/Unit:

Revision No:
00

Office of the Schools
Division Superintendent

Subject:

Internal Authority to Travel

Division Reference Number		Date	
		2 Oct 2018	
NAME OF OFFICIAL/EMPLOYEE		DESIGNATION & STATION	
VILLANUEVA, ZENaida MAGLAQUI, RUTH PANGANIBAN, NIDA HADJUINOS, NIHAYA TANDO, ABDULWAHID <small>LAST NAME, FIRST NAME MI*</small>		Teacher – San Jose NHS Master Teacher – Dela Paz ES Teacher – San Antonio Village ES ASATIDZ – Juan Sumulong ES ASATIDZ - Juan Sumulong ES	
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: Loreland Farm Resort, Antipolo City			
PERIOD OF TRAVEL	FROM	TO	
	4 Oct 2018	6 Oct 2018	
Please Check: -		Estimated Expense-	
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	
<input type="checkbox"/> Cash Advance		Transportation	
<input type="checkbox"/> Reimbursement		Travel Allowance	
2. <input type="checkbox"/> Official Time		On Travel Time only	
<small>(NO EXPENSE to be incurred by the Division Office/School)</small>		Full Allowance	
		TOTAL ESTIMATED EXPENSES	
		Php 400.00	
Requested by:		Funds Available- for Official	
 LITO A. PALOMAR OIC-Chief, CID / EPS - AP		* 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 DIATE LEVEL	CRTP	TOTAL
1.CAVITE PROVINCE	7	7	1	15
2.BACOR CITY	5	5		10
3.CAVITE CITY	6	6	3	15
4.DASMARINAS CITY	7	7	8	22
5.GEN. TRIAS CITY	5	5	3	13
6.IRIG 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	6	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.