



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

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00

**Office of the Schools  
 Division Superintendent**

Subject:

### Internal Authority to Travel

Division Reference Number: *Files* Date: 18 Oct 2018

NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
ACORDA, ERWIN P. TAMAYAO, JONELYN B. MILLAN, FERDINAND B. MAMBORANG, CRISTINA G. RUMBAOA, MARTIN L. SAN JOSE, MARICHU J. BAUTISTA, TEODY E. PANAHON, EVANGELINE C. ARNAIZ, RODIEN DUNHILL C. <small>LAST NAME, FIRST NAME MI*</small>	Principal I – Bagong Nayon IV ES Teacher – Bagong Nayon IV ES Principal IV – Juan Sumulong ES Teacher – Juan Sumulong ES Principal II – Nazarene Ville ES Teacher – Nazarene Ville ES Head Teacher – Cupang ES Annex Head Teacher I – Peñafancia ES – Annex Teacher-In-Charge – Canumay ES

**PURPOSE:** Attendance to the Regionwide Training on Early Language Literacy and Numeracy: Professional Development Component

**DESTINATION:** BP Makiling, Laguna

PERIOD OF TRAVEL FROM 19 Oct 2018 TO 28 Oct 2018

<b>Please Check: -</b> 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>	<b>Estimated Expense-</b>	
	Registration Fee	Php _____
	Transportation	_____
	Travel Allowance	<b>400.00 / day</b>
	On Travel Time only	_____
	Full Allowance	_____
<b>TOTAL ESTIMATED EXPENSES</b>		Php <b>400.00 / day</b>

**Requested by:**  
*for*  
**LITO A. PALOMAR**  
 OIC-Chief, CID / EPS I – A.P.

**Funds Available-** for Official \* Business (specify the source of funds)  
 Division Fund  
 LSB Fund  
 Others: **Local Funds**

**Noted**  
 On Official Time Only  
 Other Funds:

**MRS. RAQUEL F. ESGUERRA**  
 Division Accountant III

**Approved:**  
  
**DR. ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent


**REMARKS:**





**MEMORANDUM**

**TO :** OIC - Assistant Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance Operation Division (SGOD)  
CID Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **ADDENDUM AND CORREGENDUM TO THE UNNUMBERED MEMORANDUM NO. 482, S. 2018 entitled List of Participants on Region-Wide Training on Early Language, Literacy and Numeracy (ELLN) Program: Professional Development Component**

**DATE :** October 11, 2018

The list of participants to the Ten-Day Region-Wide Training on Early Language, Literacy and Numeracy (ELLN) Program: Professional Development Component for Cluster 2 (Laguna / Cavite / Rizal) on October 19-28, 2018 at BP Makiling, Laguna is hereby revised as follows:

NO.	DIST.	NAME	SEX	POSITION	SCHOOL
1.	I-B	Erwin P. Acorda	Male	Principal I	Bagong Nayon IV ES
2.	I-B	Jonelyn Tamayao	Female	Teacher-Gr I	Bagong Nayon IV ES
3.	II-A	Dr. Ferdinand B. Milan	Male	Principal IV	Juan Sumulong ES
4.	II-A	Cristina G. Mamborang	Female	Teacher-Gr 3	Juan Sumulong ES
5.	II-B	Martin L. Rumbaoa	Male	Principal II	Nazarene Ville ES
6.	II-B	Marichu J. San Jose	Female	Teacher-Gr 3	Nazarene Ville ES
7.	II-D	Teody E. Bautista	Male	HT	Cupang ES-Annex
8.	II-D	Evangeline C. Panahon	Female	HT I	Penafracia ES-Annex
9.	II-E	Rodien Dunhill C. Arnaiz	Male	TIC	Canumay ES

For your information and immediate dissemination





Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
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DEPED-4A-RM-07-18  
DEPED-4A-02-RM-18-455

**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** DIOSDADO M. SAN ANTONJO  
*Director/IV*

**SUBJECT :** REGIONWIDE TRAINING ON EARLY LANGUAGE LITERACY AND NUMERACY: PROFESSIONAL DEVELOPMENT COMPONENT

**DATE :** August 1, 2018

1. Pursuant to DepEd Order No. 24, s. 2018 "Guidelines on the Utilization of the Early Language Literacy and Numeracy Program Funds: Professional Development Component" this Office will conduct the Ten-Day Region-Wide Training on Early Language, Literacy, and Numeracy Program on the date and venue as specified below.
2. The Department is continuing the implementation of the Early Language, Literacy and Numeracy Program for Kinder to Grade 3, the first Key Stage of Basic Education Program. This will enhance the school heads and K-3 teachers' pedagogical knowledge, skills, and attitudes in early literacy and improve their ability to assess learner's literacy and numeracy skills.
3. The following are the number of participants per division, venue/date and the focal persons for each cluster:

Cluster	No. of Participants		Venue/Date	Focal Persons
	School Head	K-3 Teachers		
1 Quezon and Batangas				
Quezon	12	27	TICC October 19- 24; 27-28, 2018	Maria Fe C. Bautisa
Lucena City	5	10		
Tayabas City	5	10		
Batangas	12	26		
Batangas City	5	10	Tagaytay Hall of Justice	Sofia T. Abril
Lipa City	5	10		
Tanauan City	5	10		
TWG	4		October 24- 26, 2018	
<b>Total</b>	<b>156</b>			



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AJA17-0078



	No. of Participants		Venue/Date	Focal Persons
	School Heads	K-3 Teachers		
2 Laguna/Cavite/Rizal				
Laguna Province	8	15	BP Makiling, Laguna  October 19- 28, 2018	Enelyn T. Badillo  Ruth C. Valdellon
Calamba City	3	6		
Sta. Rosa City	3	6		
San Pablo City	3	6		
Binan City	3	6		
Cabuyao City	3	6		
Cavite Province	8	15		
Cavite City	3	6		
Dasmarinas City	3	6		
Imus City	3	6		
Bacoor City	3	6		
Rizal Province	7	12		
Antipolo City	3	6		
TWG		4		
<b>Total</b>		<b>159</b>		

4. The division Education Program Supervisor in-charge of ELLN must submit the list of participants two (2) weeks before the said date and must be signed by the SDS. The cluster heads/ focal persons shall conduct a meeting with the facilitators to discuss the pre-training details. Class training matrix and list of participants per class must be submitted a week prior to the training date.
5. The Quality Assurance Division (QAD) and Human Resource Development Division (HRDD) may assign supervisor/personnel who will handle the on-site monitoring to ensure quality and efficiency of the conduct of the training.
6. The facilitators and the regional staff are expected to be at the venue on Day 1 at 10:00 am and the participants should arrive before the opening program in the afternoon. First meal to be served is AM Snacks and the last day meal is PM Snacks.
7. The participants are entitled to compensatory leave credits in lieu with the service rendered on a weekend.
8. Travel expenses of the facilitators and participants shall be charged against the local funds subject to the usual accounting/auditing rules and regulations.
9. Immediate dissemination of this Memorandum is directed.