



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		6893		Date	26 Sep 2018
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
Please see attached <small>LASTNAME, FIRSTNAME MI *</small>					
PURPOSE: ENHANCED-SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP) FOUNDATION COURSE TRAINING-WORKSHOP					
DESTINATION: GREAT EASTERN HOTEL, QUEZON AVENUE, QUEZON CITY					
PERIOD OF TRAVEL	FROM	30 Sep 2018	TO	7 Oct 2018	
Please Check:-		Estimated Expense-			
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	Php		
<input type="checkbox"/> Cash Advance		Transportation		(each) 500.00	
<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		9,000.00	
		EXPENSES	Php		
Requested by:		Funds Available- for Official	Approved:		
<i>For:</i> DR. JONATHAN P. DOMINGO Chief - School Governance & Operations Division		* Business (specify the source of funds)	 DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent		
		<input type="checkbox"/> Division Fund			
		<input type="checkbox"/> LSB Fund			
		<input checked="" type="checkbox"/> Others: _____			
		Noted			
		<input type="checkbox"/> On Official Time Only			
		<input type="checkbox"/> Other Funds:			
		 MRS. RAQUEL F. ESGUERRA Division Accountant III			
REMARKS:					



ISO 9001 : 2015



AUTHORITY TO TRAVEL
Division of Antipolo City

VERSION NO. 1.0	REVISION NO. 0.2	EFFECTIVITY DATE: 5 June 2018	Page 2 of 2
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|----------------------------|---|-------------------------------------|
| 1. Dr. Jonathan P. Domingo | - | Chief -SGOD |
| 2. Cristina C. Salazar | - | EPS-English |
| 3. Arlene L. Tayona | - | SEPS-HRD |
| 4. Gayle J. Malibiran | - | EPS II-HRD |
| 5. Mervin C. Tortoza | - | Principal III, ISTES |
| 6. Michael T. Tayona | - | PSDS – District II-F |
| 7. Jean Leslie De Castro | - | Nurse – San Roque Senior HS |
| 8. Irma Talavera | - | Nurse – Antipolo Senior HS |
| 9. Dr. Darwin D. Bargo | - | OIC - San Juan NHS |
| 10. Rachel D. Abejero | - | TIC - Rizza NHS |
| 11. Racob T. Hinaloc | - | TIC – Calawis ES |
| 12. Cherry Ann P. Abadilla | - | MT - JSES |
| 13. Maricel A. Cruz | - | OIC – Dalig NHS |
| 14. Celina F. Cezar | - | Asst. Principal – Mayamot Senior HS |
| 15. Margie Namora | - | OIC – Cabading ES |
| 16. Marcel SJ. Alejandro | - | TIC – San Joseph ES |
| 17. Liza L. Banayo | - | TIC – Kaysakat NHS |
| 18. Rosa Tayamora | - | TIC – AntipoloSenior HS |

CALABARZON



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : SCHOOLS DIVISION SUPERINTENDENT

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : ENHANCED-SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP)
FOUNDATION COURSE TRAINING - WORKSHOP

DATE : July 10, 2018

1. Relative to DepEd Memorandum No. 192 s. 2016, this Office through the Human Resource Development Division (HRDD) will conduct the Enhanced-School Heads Development Program (E-SHDP) Foundation Course Training-Workshop for the 2017 Principal's Test Passers who do not have training on E-SHDP Foundation Course yet.
2. Below is the schedule of activities. The venue is to be determined.

Module No.	Date
1	August 12 – 19, 2018
2	August 26 – Sept. 1, 2018
3	Sept. 9- 15, 2018

3. Participants are requested to bring laptop and curriculum guide. They are also required to register @<http://bit.ly/FC-ESHDP> on or before 31 July 2018. Online registration is a must.
4. Participants are expected to be at the venue on day zero of the first scheduled date of each module as stated in the matrix at 1:00 pm. Registration and check-in starts at 1:00 – 2:30 pm. Opening program will commence at 2:30 pm. First meal to be served is dinner of day zero and the last meal to be served is pm snacks of the last scheduled day.
5. All facilitators for each module are requested to report to Bulwagan Ng

