



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

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Office/Unit:

Revision No:
00

Office of the Schools
Division Superintendent

Subject:

Internal Authority to Travel

Division Reference Number		Date	
7462		18 Oct, 2018	
NAME OF OFFICIAL/EMPLOYEE		DESIGNATION & STATION	
REGALARIO, LERMA HERNANDES CATALINA B. ADIA, JEFFERSON S. PANTALEON, RHONALYNE A. MARCES, IAN ISMAEL E. MIRANA, MARK TERRY <small>LAST NAME, FIRST NAME MI *</small>		MT - III/San Juan NHS T - III/Mayamot NHS T - III / JOSE NHS MT - II / ANTIPOLO CITY SHS MT - II/MAYAMOT NHS MT - I / SAN ISIDRO NHS	
PURPOSE: Attendance to the Senior High School (SHS) Competency - Based Learning			
DESTINATION: NEAP - Malvar, Batangas			
PERIOD OF TRAVEL	FROM	TO	
	22 Oct 2018-	26 Oct 2018-	
Please Check: -		Estimated Expense-	
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>		Registration Fee Php _____ Transportation <u>400.00</u> Travel Allowance On Travel Time only Full Allowance TOTAL ESTIMATED EXPENSES Php <u>400.00</u>	
Requested by:		Funds Available- for Official	Approved:
 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</u> Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:	 DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
		 MRS. RAQUEL F. ESGUERRA Division Accountant III	
REMARKS:			



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



TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSPADO M. SAN ANTONIO
Director IV

SUBJECT : SENIOR HIGH SCHOOL (SHS) COMPETENCY-BASED LEARNING

DATE : SEPTEMBER 21, 2018

1. Pursuant to DepEd Memorandum No. 279 s. 2018 dated August 15, 2018 entitled Guidelines on the Utilization of the Downloaded Funds for the Region wide Trainings on the Different K to 12 Teaching and Learning Delivery Programs: Professional Development Component, the Curriculum and Learning Management (CLMD) shall conduct the Senior High School (SHS) Competency-Based Learning at NEAP, Malvar, Batangas on October 22-26, 2018.
2. This activity is a learning delivery program for Key Stage 4 (Grades 11 to 12) which aims to enhance on the system of instruction, assessment, and academic reporting based on Senior High School learners' demonstration of the knowledge and skills learned and mastered that are aligned on the competencies and standards set by DepEd.
3. The list of participants (trainers, process observers, class managers, QATAME associates, medical staff/nurse, and SHS teachers) is attached as Annex 1.
4. Participants are requested to register and confirm participation through this link <https://bit.ly/SHSCBT1>.
5. Should a participant be replaced, a letter specifying the name of the teacher and approved by authorized SDO personnel must be forwarded to the Regional Office on or before October 15, 2018. Participants not listed in this memorandum will not be accommodated.
6. Participants are expected to be at the venue on October 22, 2018 at 8 am. The first meal to be served will be breakfast on October 22, 2018, and the last meal will be afternoon snack of October 26, 2018.



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Facebook: DepEd R-4A Calabarzon



7. Trainers and members of the Technical Working Group (Secretariat, Class Managers, Process Observers, and QATAME) are expected to be in the venue at 5pm of Sunday, October 21, 2018 for a planning conference.
8. Participants should bring their travel authority and a medical certificate indicating their fitness to attend the training and to travel. It is the responsibility of the participant to monitor their own health concern though there will be medical staff in the venue. If necessary, participants may bring their personal medicines particularly those on regular medication.
9. Participants are requested to bring their laptops and extension cords. They are further requested to attend and stay throughout the duration of the activity and to produce the expected output and wear comfortable clothes.
10. Participants are expected and required to accomplish the daily and end of program online evaluations as provided by the QATAME. This is essential in improving the conduct of training programs.
11. Expenses relative to the conduct of the activity shall be charged against the downloaded funds as specified in SARO OSEC-4A-18-10088. Travel expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
12. Strict compliance with and immediate dissemination of this Memorandum is sincerely encouraged.