



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

Code: DF01-01SDS-18
 Version No: 1.0
 Revision No: 00

Effectivity date: May 2018
 Office/Unit:
**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

Division Reference Number		7704		Date	October 19, 2018		
NAME OF OFFICIAL/EMPLOYEE				DESIGNATION & STATION			
Please See Attached				Please See Attached			
LAST NAME, FIRST NAME MI *							
PURPOSE: Attendance to the Regional Training on the Enhancement of Pedagogical Skills in Teaching Reading in the MTB and Bridging Process of Grade 2							
DESTINATION: Tagaytay Haven Hotel, Tagaytay City							
PERIOD OF TRAVEL		FROM	23 Oct 2018-		TO	27 Oct 2018-	
Please Check: •			Estimated Expense-				
1. <input checked="" type="checkbox"/> Official Business			Registration Fee		Php		
<input type="checkbox"/> Cash Advance			Transportation		400.00 / day		
<input type="checkbox"/> Reimbursement			Travel Allowance				
2. <input type="checkbox"/> Official Time			On Travel Time only				
(NO EXPENSE to be incurred by the Division Office/School)			Full Allowance				
			TOTAL ESTIMATED EXPENSES		Php 400.00 / day		
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>			 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:							

FOR TRAVEL ORDER

LIST OF PARTICIPANTS FOR THE REGIONAL TRAINING ON THE ENHANCEMENT OF PEDAGOGICAL SKILLS IN TEACHING READING IN THE MOTHER TONGUE AND BRIDGING PROCESS OF GRADE 2

October 23-27, 2018
Tagaytay Haven Hotel, Tagaytay City

No.	Name	School/Office	District	Position
1	Maria Michelle L. Arevalo	Libis ES	II-F	Teacher-in-Charge
2	Ria P. Mateo	TRES	II-C	Key Teacher
3	Dr. Emily M. Concio	CID	II-E	PSDS
4	Luz C. Cayanong	CID	I-B	PSDS
5	Marilou Lico	CID	II-A	PSDS
6	Nenita G. Acorda	Mambugan II ES	I-D	Principal II
7	Jean L. Danga	Dalig ES	II-B	Teacher-In-Charge
8	Dr. Maricel R. Tortoza	Kaysakat ES	II-F	Principal I
9	Myla SJ. Ronquillo	Sta. Cruz ES	I-A	Master Teacher
10	Luningning V. Ceniza	Mambugan I ES	I-A	Master Teacher
11	Yolanda Valdez	Juan Sumulong ES	I-D	Master Teacher
12	Josephine Cruz	Dalig ES	II-A	Master Teacher
13	Jocelyn SD. campos	Sta. Cruz ES	II-B	Master Teacher
14	Arlene Ruzol	Mayamot ES	I-A	Master Teacher
15	Grace Marino	Juan Sumulong ES	I-D	Key Teacher
16	Brigida Liberty L. Lopez	Juan sumulong ES	I-D	Key Teacher



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC- ASDS
CID Chief
Education Program Supervisors/Monitoring Officials
Public Schools District Supervisors
Principals and School Heads
Master Teachers, Head Teachers, Key Teachers

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

SUBJECT : LIST OF PARTICIPANTS FOR THE REGIONAL TRAINING ON THE ENHANCEMENT OF PEDAGOGICAL SKILLS IN TEACHING READING IN THE MOTHER TONGUE AND BRIDGING PROCESS OF GRADE 2

Petsa : October 15, 2018

1. The Region through the Curriculum and Learning Management Division will conduct a training on the Enhancement of Pedagogical Skills in Teaching Reading in the Mother Tongue and Bridging Process of Grade 2 to be held at Tagaytay Haven, Tagaytay City on October 23 – 27, 2018.
2. Participants to this training are the following as per Regional Memorandum required attendees:

Name	School/Office	District	Position
Maria Michelle L. Arevalo	Libis ES	II-F	Teacher-In-Charge
Ria P. Mateo	TRES	II-C	Key Teacher
Dr. Emily M. Concio	CID	II-E	PSDS
Luz C. Cayanong	CID	I-B	PSDS
Marilou Lico	CID	II-A	PSDS
Joyany ST. Gutierrez	Sta. Cruz ES	I-A	Principal IV
Nenita G. Acorda	Mambugan II ES	I-D	Principal I
Jean L. Danga	Dalig ES	II-B	Teacher-In-Charge
Mary Jane Halili	Lores ES	II-B	Principal
Mildred Villamor	Sta. Cruz ES	I-A	Master Teacher
Luningning Ceniza	Mambugan I ES	I-D	Master Teacher
Yolanda Valdez	Juan Sumulong ES	II-A	Master Teacher
Josephine Cruz	Dalig ES	II-B	Master Teacher
Jocelyn SD. Campos	Sta. Cruz ES	I-A	Master Teacher
Arlene Ruzol	Mayamot ES	I-C	Master Teacher
Jocelyn C. Ocson	San Isidro ES	I-C	Master Teacher
Brigida Lopez	Juan Sumulong ES		Key Teacher

3. All participants are required to register immediately Travel expenses at <https://tinyurl.com/MTB-2-Training> and fill out each item carefully. This will also be the basis of the names in the certificates. **No Online Registration No Participation** in the actual training.



CITY SCHOOLS DIVISION OF ANTIPOLO

4. The participants should arrive at the venue before the opening program in the afternoon. First meal to be served is AM snacks and the last day meal is PM snacks.
5. All participants will be entitled to a compensatory leave credit in lieu with the service rendered on a weekend.
6. See attached Regional Memorandum for reference.
7. Travel expenses of the facilitators and participants shall be charged against the local funds subject to the usual accounting/auditing rules and regulations.
8. Immediate dissemination of this Memorandum is directed.

UM-49215.2018
@RMA, 2018



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



TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director

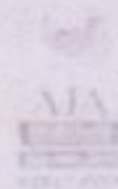
SUBJECT : ENHANCEMENT OF PEDAGOGICAL SKILLS IN TEACHING READING
 IN THE MOTHER TONGUE AND BRIDGING PROCESS OF GRADE 2

DATE : September 13, 2018

- The Region through the Curriculum and Learning Management Division will conduct a training on the Enhancement of Pedagogical Skills in Teaching Reading in the Mother Tongue and Bridging Process of Grade 2 to be held on October 23-27, 2018 in a venue to be announced later in a separate memorandum.
- The training aims to a) enhance the teachers' content knowledge and pedagogical skills in different learning areas b) capacitate the school heads and one (1) select teacher/mentor for the conduct of the school-based Learning Action Cell (LAC) as a delivery modality for teachers' continuous professional development program following a standardize training design and develop sustainable and cost-effective professional development system for teachers.
- The following are the number of participants per division and the focal persons:

Division	No. of Participants			Focal Persons
	PSDS	School Head	MT/HT/ Key Teacher	
Cavite Province	5	6	8	Felicie Rodriguez
Dasmariñas City	3	4	6	
Imus City	0	4	5	
Bacoor City	3	4	6	Irene Cosungay
Cavite City	3	3	5	
General Trias	0	2	3	
Laguna Province	6	6	8	Enelyn Badillo
Calamba City	3	4	6	
Sta. Rosa City	3	4	6	
Binan City	3	4	6	Roquel Azar
Cabuyao City	3	4	6	

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 Website: www.deped.gov.ph
 Facebook: DepEd IV - Calabarzon
 E-mail: deped@deped.gov.ph



Division	No. of Participants			Focal Persons
	PSDS	SH	MT/HT/ Key Teacher	
Batangas Prov	8	6	8	Fernando Enriquez
Batangas City	3	4	6	
Tanauan City	0	4	6	Loreta Iao
Lipa City	3	4	6	
Rizal Province	8	6	8	Daisy Torres
Antipolo City	3	4	8	Michelle Arevalo
Quezon Prov	8	8	8	Joseph Jarasa
Lucena City	3	4	6	Modesta Jauregui
Tayabas City	0	4	6	

4. The following are the facilitators:

No.	Name	Division
1	Joseph Jarasa	Quezon Province
2	Modesta Jauregui	Lucena City
3	Raquel Azur	Sinan City
4	Fernando Enriquez	Lipa City
5	Jonathan Bernabe	Cabuyao City
6	Evelyn Badillo	Calamba City
7	Felanie Rodriguez	Imus City
8	Loreta Iao	Batangas Province
9	Daisy Torres	Rizal Province
10	Gullemna Blog	Batangas Province
11	Maria Michelle Arevalo	Antipolo City
12	Cynthia Lyn Hernandez	Cabuyao City
13	Zhemmerly De Torres	Sinan City
14	Rodilyn De Vera	Quezon Province
15	Ria Malea	Antipolo City
16	Jita Luis Medina	Bacoor City
17	Cristina Lanson	Bacoor City
18	Irene Carungay	Cavite Province
19	Melou De Ramos	Quezon Province

- The division Education Program Supervisor in charge of MTB-MLE must submit the list of participants two (2) weeks before the said date and must be signed by the SDS. The focal persons shall conduct a meeting with the facilitators to discuss the pre-training details.
- All participants are required to register at _____ and fill out each item carefully. This will also be the basis of the names in the certificates. No Online Registration No Participation in the actual training.
- 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 training implementation.
- 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.
- All participants are entitled to a compensatory leave credit in lieu with the service rendered on a weekend.
- Travel expenses of the facilitators and participants shall be charged against the local funds subject to the usual accounting/auditing rules and regulations.
- Immediate dissemination of this Memorandum is directed.