



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		2715		Date	22 Oct 2018
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
GAURANA, MAE T. DE VERA, ELOISA STA. INES <small>LASTNAME, FIRSTNAME MI *</small>			TEACHER – ANTIPOLO CITY SPED CENTER TEACHER – ANTIPOLO CITY SPED CENTER		
PURPOSE: Attendance to ORIENTATION OF NEWLY HIRED TEACHERS ON TEACHER INDUCTION PROGRAM (TIP)					
DESTINATION: SEVILLA HOTEL AND RESORT, LUCENA CITY					
PERIOD OF TRAVEL	FROM	23 Oct 2018	TO	26 Oct 2018	
Please Check:-		Estimated Expense-			
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	Php	_____	
<input type="checkbox"/> Cash Advance		Transportation		1000.00	
<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 EXPENSES	Php	1000.00	
Requested by:		Funds Available- for Official		Approved:	
 DR. JONATHAN P. DOMINGO Chief - School Governance & Operations Division		* Business (specify the source of funds) <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		 DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent	
REMARKS:					



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MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
Chief, School Governance & Operations Division
Public School District Supervisors
Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT : FINAL SCHEDULE AND VENUE OF THE ORIENTATION OF NEWLY HIRED TEACHERS ON TEACHER INDUCTION PROGRAM (TIP)

DATE : October 9, 2018

With reference to Regional Memorandum No. 596 s. 2018 *re: Final Schedule and Venue of the Orientation of Newly Hired Teachers on Teacher Induction Program (TIP)*, the said activity will be rescheduled from **October 23, 2018 to October 26, 2018** for Batangas, Quezon and Rizal Cluster. The venue of the activity will be at **Sevilla's Resort Lucena City**.

Participants are requested to log in to register at <http://deped.in/TIPORIENTATION2018>.

Attached is the list of participants to this orientation.

For the information and attendance of all concerned.