



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		8687		Date	26 Nov 2018	
NAME OF OFFICIAL/EMPLOYEE				DESIGNATION & STATION		
Please see attached <small>LAST NAME, FIRST NAME MI*</small>				Please see attached		
PURPOSE: Attendance to the Save the Children – Project Kick-Off Meeting						
DESTINATION: Cristina Villas, Antipolo City						
PERIOD OF TRAVEL	FROM	27 Nov 2018		TO	27 Nov 2018	
Please Check: •			Estimated Expense-			
1. <input checked="" type="checkbox"/> Official Business			Registration Fee			
<input type="checkbox"/> Cash Advance			Transportation			
<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 100.00			
Requested by:			Funds Available- for Official		Approved:	
 LITO A. PALOMAR OIC-Chief, CID / EPS I – A.P.			* 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: Local Funds			
			Noted			
			<input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:			
			 MRS. RAQUEL F. ESGUERRA Division Accountant III			
REMARKS:						



SAVE THE CHILDREN - PROJECT KICK OFF MEETING
Cristina Villas, Antipolo City
November 27, 2018

LISTS OF PARTICIPANTS

1. Dr. Jonathan P. Domingo	-	Chief, SGOD
2. Mr. Lito A. Palomar	-	OIC-Chief, CID / EPS – CID
3. Dr. Rico Desiree M. Reyes	-	Medical Officer III
4. Dr. John Joseph C. Formoso	-	Dentist II
5. Dr. Myr S. San Jose	-	Dentist II
6. Mrs. Vivienne C. Martinez	-	Public Schools District Supervisor
7. Ms. Luz C. Cayanong	-	Public Schools District Supervisor
8. Ms. Marilyn D. Zapanta	-	Public Schools District Supervisor
9. Dr. Gloria A. Benedicto	-	Public Schools District Supervisor
10. Ms. Marilou M. Lico	-	Public Schools District Supervisor
11. Mrs. Jocelyn A. Perez	-	Public Schools District Supervisor
12. Dr. Nimros A. Tupas	-	Public Schools District Supervisor
13. Mrs. Jennie G. Casauay	-	Public Schools District Supervisor
14. Dr. Emily M. Concio	-	Public Schools District Supervisor
15. Mr. Michael T. Tayona	-	Public Schools District Supervisor
16. Mrs Elaine Calacday Adolfo	-	Division Nurse
17. Mrs. Phanny S. Ramos	-	Division Nurse
18. Mr. Jed Dela Cruz	-	Division Nurse
19. Mrs. Arlin Dulin	-	Division Nurse
20. Mr. Salvador Waniwan	-	Division Nurse
21. Mrs. Myla F. Tupas	-	Head Teacher – Antipolo City SPED Center
22. Dr. Ferdinand B. Millan	-	Principal IV – Juan Sumulong ES
23. Mrs. Jean L. Danga	-	Teacher-In-Charge – Dalig ES
24. Dr. Paz T. Casagan	-	Principal I – Kaila ES
25. Mr. Martin L. Rumbaua	-	Principal I – Nazarene Ville ES
26. Mr. Fortunato C. Quibuyen II	-	Principal I – Jesus S. Cabarrus ES
27. Ms. Maria Carla C. Sacristia	-	Head Teacher – Pantay ES
28. Mr. Celso R. Bagunu	-	Principal I – Teofila Z. Rovero MES
29. Mrs. Evangeline C. Panahon	-	Head Teacher I – Peñafrancia ES Annex
30. Dr. Catalina R. Bonayon	-	Head Teacher III – Taguete ES
31. Mr. Jumar Calibuso	-	OIC – Binayoyo ES
32. Mrs. Margie R. Lagarde	-	Head Teacher I – Sapinit ES
33. Mr. Rodien Dunhill C. Arnaiz	-	Teacher-In-Charge – Canumay ES]
34. Mrs. Ceres Joy C. Cabrera	-	Principal I – Rizza ES
35. Mr. Marcel SJ. Alejandro	-	Teacher-In-Charge – San Joseph ES
36. Mr. Mark B. Gabion	-	Officer-In-Charge – San Ysiro ES
37. Mr. Jenneath G. Bartolata	-	Head Teacher I – Upper Kilingan ES



October 29, 2018

DR. ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent
Division of Annapolo
Department of Education

OCT 29 2018
Handwritten initials and signature

ATTENTION: **Dr. Jonathan P. Domingo**
Chief, School Governance and Operation Division

Lito A. Palomar
Chief, Curriculum and Implementation Division

Dear **Dr. Bautista,**

Greetings from Save the Children!

Save the Children—the world’s leading independent children’s organization—has been working in the Philippines for over three decades, and is dedicated to helping children. We protect and support children in need. We save lives in emergencies. We speak up for children’s rights. And as part of the Save the Children International network, we share a global vision and strategy for creating better lives for children in the Philippines and across the world.

Save the Children Philippines (SCP) has been implementing the Kids School Involvement and Empowerment (SHINE) project since 2015. This year, we are delighted to announce that there will be a one year extension which will focus on oral health program in your division.

In line with this, a Project Kick off Meeting will be conducted on **November 22, 2018** to officially launch the extension and discuss key accomplishments and priority strategies of the project. With this, we would like to invite the following personnel listed below to participate in this one-day activity.

OFFICE	NAME	POSITION
	Gloria C. Roque	OIC-Assistant School Division Superintendent
District I-A	Vivienne C. Martinez	Public School District Supervisor
District I-B	Luz C. Cayanong	
District I-C	Marilyn D. Zopanta	
District I-D	Dr. Gloria A. Benedicto	
District II-A	Mariou M. Lico	
District II-B	Jocelyn A. Perez	
District II-C	Dr. Nimrod A. Tupas	
District II-D	Jennie G. Casouay	
District II-E	Dr. Emily M. Concio	
District II-F	Michael T. Tayona	
School Governance Operation Division	Dr. Jonathan P. Domingo	Chief



Curriculum Instruction and Division
School Health and Nutrition Team

Mr. Lito A. Palomar
Dr. Rico Reyes
John Formoso

Chief
Medical Officer
Dentist

School Head

Myr S. San Jose
Elaine Colacday
Phanny Ramos
Jed Dela Cruz
Arlene Dulin
Salvador Waniwan
Myla F. Tupas
(Antipolo City SPED Center)
Dr. Ferdinand B. Millan
(Juan Sumulong Elementary School)
Jean L. Dango
(Dalig Elementary School)
Dr. Paz T. Casagan
(Kaila Elementary School)
Martin L. Rumbaoa
(Nazarene Ville Elementary School)
Fortunato C. Quibuyen II
(Jesus S. Cabarrus Elementary School)
Maria Carla C. Sacristia
(Pantay Elementary School)
Celso R. Bagunu
(Teofila Z. Rovero Memorial
Elementary School)
Evangeline C. Panahon
(Peñafrancia Elementary School
Annex)
Dr. Catalina M. Bonayon
(Taguete Elementary School)
Jumar T. Calibuso
(Binayoyo Integrated School)
Margie R. Lagarde
(Sapinit Elementary School)
Rodien Dunhili C. Arnaiz
(Canumay Elementary School)
Ceres Joy C. Cabrera
(Rizza Elementary School)
Marcel SJ. Alejandro
(San Joseph Elementary School)
Mark B. Gabion
(San Ysiro Elementary School)
Jeneath G. Bartolota
(Upper Kilingan Elementary School)

Dentist
Nurse
Nurse
Nurse
Nurse
Nurse
Head Teacher 1
Principal IV
Teacher-in-charge
Principal I
Principal II
Principal I
Head Teacher I
Principal I
Head Teacher I
Head Teacher III
Officer-in-charge
Head Teacher I
Teacher-in-charge
Principal I
Teacher-in-charge
Officer-in-charge
Head Teacher I



Save the Children

Venue for the said activity will be announced once confirmed. Registration will start at 8AM on November 8, 2018. Meals during the event will be covered by Save the Children. We request that the transportation of the participants going to and from the venue will be covered by your office as a counterpart.

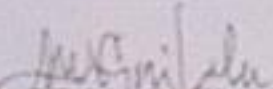
For confirmation or inquiries regarding the activity, kindly contact me via email at janice.tapil@savethechildren.org or through my mobile number at **09084355037** on or before November 13, 2018.

Thank you very much and we are hoping for your positive response on this matter.

Respectfully yours,


JANICE TAPIL
Area Coordinator

Noted:


MARIA FE U. GUILALAS
Project Coordinator