



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**

<b>Division Reference Number</b>		<u>5872</u>	<b>Date</b>		<b>4 Dec 2018-</b>																												
<b>NAME OF OFFICIAL/EMPLOYEE</b>			<b>DESIGNATION &amp; STATION</b>																														
<p><b>CORONADO, CHRISTINE T.</b>  <b>MASANGKAY, ANNA JOEY R.</b>  <b>MALLANAO, RICHARD C.</b></p> <p style="font-size: small;">LAST NAME, FIRST NAME MI *</p>			<p><b>Administrative Officer IV</b>  <b>Administrative Assistant III</b>  <b>Administrative Officer II</b></p>																														
<b>PURPOSE:</b> Attendance to Roll-out of Access Verifier's Ledger 1.0 and Orientation of Deped Personnel on the Standard Processing and Approval of Loan Applications and other Financial Obligations																																	
<b>DESTINATION:</b> NEAP, Malvar, Batangas																																	
<b>PERIOD OF TRAVEL</b>		<b>12 Dec 2018-</b>	<b>TO</b>		<b>15 Dec 2018-</b>																												
<b>Please Check: -</b>		<b>Estimated Expense-</b>																															
<p>1. <input checked="" type="checkbox"/> Official Business  <input type="checkbox"/> Cash Advance  <input checked="" type="checkbox"/> Reimbursement</p> <p>2. <input type="checkbox"/> Official Time  <small>(NO EXPENSE to be incurred by the Division Office/School)</small></p>		<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Registration Fee</td> <td style="width: 20%;">Php</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Transportation</td> <td></td> <td style="text-align: right;"><b>1000</b></td> <td></td> </tr> <tr> <td>Travel Allowance</td> <td></td> <td></td> <td></td> </tr> <tr> <td>On Travel Time only</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Full Allowance</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>TOTAL ESTIMATED</b></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>EXPENSES</b></td> <td style="text-align: right;"><b>Php <u>1,000.00</u></b></td> </tr> </table>				Registration Fee	Php			Transportation		<b>1000</b>		Travel Allowance				On Travel Time only				Full Allowance				<b>TOTAL ESTIMATED</b>				<b>EXPENSES</b>			<b>Php <u>1,000.00</u></b>
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<b>Requested by:</b>		<b>Funds Available-</b> for Official		<b>Approved:</b>																													
 <b>DR. GLORIA C. ROQUE</b> <small>OIC-Office of the ASDS</small>		<p>* Business (specify the source of funds)  <input checked="" type="checkbox"/> Division Fund  <input type="checkbox"/> LSB Fund  <input type="checkbox"/> Others:</p> <p><b>Noted</b>  <input type="checkbox"/> On Official Time Only  <input type="checkbox"/> Other Funds:</p>		 <b>DR. ROMMEL C. BAUTISTA, CESO V</b> <small>Schools Division Superintendent</small>																													
		 <b>MRS. RAQUEL F. ESGUERRA</b> <small>Division Accountant III</small>																															





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



TO : All Schools Division Superintendents

18263

FROM : DIOSDADO M. SAN ANTONIO

*Director*  
*RM-18*

SUBJECT : ROLL-OUT OF MS ACCESS VERIFIER'S LEDGER 1.0 AND ORIENTATION OF DEPED PERSONNEL ON THE STANDARD PROCESSING AND APPROVAL OF LOAN APPLICATIONS AND OTHER FINANCIAL OBLIGATIONS PURSUANT TO DEPED ORDER NOS. 5 AND 18, S. 2018

DATE : November 8, 2018

1. Pursuant to DepEd Order Nos. 5 and 18, s. 2018, a Roll-Out of MS Access Verifier's Ledger 1.0 and Orientation of DepEd Personnel on the Standard Processing and Approval of Loan Applications and Other Financial Obligations shall be held on December 12-15, 2018 at the NEAP, Malvar, Batangas.
2. At the end of the orientation, participants shall:
  - 2.1 Understand the procedures for the processing and approval of loan applications and other financial obligations pursuant to DepEd Order Nos. 5 and 18, s. 2018 and other DepEd issuances;
  - 2.2 Be able to determine their respective roles and responsibilities in the payroll process;
  - 2.3 For the DepEd Verifiers – Be able to use the MS Access Verifier's Ledger v1.0 and understand how it corresponds with the procedures for the processing and approval of loan applications and other financial obligations; and
  - 2.4 Be updated about the GSIS Financial Loan Assistance Program for DepEd Personnel (GFAL), DepEd Provident Fund, and other recent policies covering financial products and services of government entities.
3. Participants to the said roll-out are the Agency Authorized Officers (AAOs) for GSIS transactions, DepEd Verifiers for APDS transactions, and Pag-IBIG Loan Endorsers designated at the Regional Office, Schools Division Offices, and selected Implementing Unit (IU) Secondary Schools which are as follows:



SCHOOLS DIVISION OFFICES	AGENCY AUTHORIZED OFFICERS (AAOs)	PAG-IBIG LOAN ENDORSER	VERIFIERS
1. Antipolo City	Cristine T. Coronado	Richard C. Mallanao	Joey R. Masangkay
2. Batangas	Layne D. Ortega		2.1 Benedict B. Africa – Balayan NHS 2.2 Aurora M. Faylona – Malvar NHS 2.3 Hermino A. Endaya – Wenceslao Trinidad MNHS
3. Batangas City	Maria RoselDriz Isleta	Maria Josefina M. Lognan	Arnel E. Aguila – Batangas NHS
4. Bacoor City	Elizabeth F. Ocampo		Aiza T. Mendoza
5. Biñan City	Editha Y. Coloma		Michael M. Gravoso
6. Cabuyao City	Noel G. Sequito	Nathalie Joy U. Ulep	Eloisa A. De Leon
7. Calamba City	Evelyn A. Calderon		Yolanda Y. Chua
8. Cavite	8.1 Verna C. Cabaya 8.2 Rowena B. Bawalan – GMATHS	Johnny C. Matias	8.1 May L. Castaño 8.2 Jenalyn D. Villanueva – Cavite Natl Science High School
9. Cavite City	Willie A. Olivar		Lourdes A. Adam
10. Gen. Trias City	Alma C. Cruzada	Christine Ann B. Cordero	Melissa P. Sarmiento
11. Imus City	Rebecca M. Monzon		Jona B. Ramos
12. Dasmariñas City	Micah P. Ortiz	Christine R. Gache	Ruby Anne L. Bautista
13. Laguna	13.1 Marion Z. Tobias 13.2 Jason M. Valeraso – Lumban NHS		13.1 Desiree U. Villacista – Siniloan NHS 13.2 Kristel Grace S. Ramos – Famy NHS 13.3 Luisito B. Dela Torre – Liliw NHS
14. Lipa City	Leah Marie Monica K. Lumbres		Marissa C. Ocampo
15. Lucena City	Rufa S. La Rosa		Benjie C. Rivera
16. Quezon	16.1 Maria Dolores D. Afienza 16.2 Leonilyn P. Crisostomo – Infanta NHS 16.3 Felicisimo G. Sandoval – Recto MNHS	Norvic C. Villania	16.1 Noreen D. Enriquez 16.2 Mary Ann E. Torres – Dr. Maria D. Pastrana NHS 16.3 Rhodora T. Peña – SilangangMalicboy NHS
17. Rizal	Amelia R. Dean		17.1 Christian F. San Juan 17.2 John Patrick A. Maluluyan – Francisco P. Felix MNHS 17.3 Angelo M.



			Venus – Rizal Natl Science HS
18. San Pablo City	LucilaNida B. Rodelas	Jenny Valerie David	Cedric Z. Gatchalian
19. Sta. Rosa City	Janice Caryl S. Dela Rosa	Lizele C. Gatchalian	Angelica C. Bundalian
20. Tanauan City	Armando V. Faral	Sheila M. Bauyon	20.1 Maricris T. Pangilinan – Tirurik NHS 20.2 Mapalad S. Mendoza – Tanauan School of Fisheries
21. Tayabas City	Conrado C. Gabarda(25)	Josefina R. Oabel (11)	Grasiela L. Hernandez(31)
Regional Office Proper = 5 participants			
Central Office = 8 staff			
Total = 80 participants (67 SDOs + 5 ROP + 8 CO)			

4. Each Verifier is requested to **bring a laptop or computer terminal on which the Verifier's Ledger may be installed.**

**System requirements:**

- ✓ Operating System: 64 bit Microsoft Windows 7 or later
- ✓ Office Application: 64 bit Microsoft Access 2016 or later

Participants are also advised/required to bring the following:

- ✓ Laptop
- ✓ Extension Wires
- ✓ Pocket Wifi/Wireless Broadband
- ✓ USB/External hard drive

5. Please confirm your attendance to [bit.ly/08DO5AND18](http://bit.ly/08DO5AND18) not later than November 29, 2018.

6. Food and accommodation shall be charged against downloaded funds from the DepEd Central Office, while travel and other incidental expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

7. The first meal to be served is PM snacks of December 12, 2018 (Day 0), and the last meal is luncheon of December 15, 2018 (Day 3).

8. Attached herewith is the Program of Activities for reference.

9. Immediate dissemination of and strict compliance with this Memorandum is desired.