



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: Office of the Schools Division Superintendent
Revision No: 00	

Subject:

### Internal Authority to Travel

Division Reference Number	<b>8810</b>	Date	<b>29 Nov 2018</b>
NAME OF OFFICIAL/EMPLOYEE		DESIGNATION & STATION	
<p style="text-align: center;"><b>SIERRA JR., EUGENE B. UNABIA, AIDA</b></p> <p style="text-align: center;"><small>LASTNAME, FIRSTNAME MI *</small></p>		<p style="text-align: center;">PRINCIPAL (DELA PAZ NHS) – SDO ANTIPOLO TEACHER – SDO ANTIPOLO</p>	
PURPOSE: Attendance to ORIENTATION ON DO.42, S. 2016 ALSO KNOWN AS THE POLICY GUIDELINES ON DAILY LESSON PREPARATION FOR THE K TO 12 EDUCATION			
DESTINATION: ONE TAGAYTAY PLACE HOTEL SUITES			
PERIOD OF TRAVEL	FROM	4 Dec 2018-	TO 7 Dec 2018-
<b>Please Check:-</b> 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>		<b>Estimated Expense-</b> Registration Fee Php _____ Transportation <u>800.00 (each)</u> Travel Allowance _____ On Travel Time only _____ Full Allowance _____ <b>TOTAL ESTIMATED EXPENSES</b> Php <u>12,000.00</u>	
<b>Requested by:</b>  <b>DR. JONATHAN P. DOMINGO</b> <small>Chief - School Governance &amp; Operations Division</small>		<b>Funds Available-</b> for Official * Business (specify the source of funds) <input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: _____ <b>Noted</b> <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: _____   <b>MRS. RAQUEL F. ESGUERRA</b> Division Accountant III	<b>Approved:</b>   <b>DR. ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
<b>REMARKS:</b>			



Republic of the Philippines

## Department of Education

DepEd Complex, Meralco Avenue, Pasig City, Philippines

Direct Line: (632) 633-7202 Telefax: (632) 636-4879

E-mail: [dina.ocampo@deped.gov.ph](mailto:dina.ocampo@deped.gov.ph) Website: [www.deped.gov.ph](http://www.deped.gov.ph)

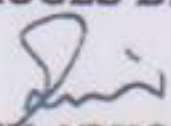


*Undersecretary for Curriculum and Instruction*

### MEMORANDUM

DM-CI-2018-00\_\_

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

FROM :   
**JOHN ARNOLD S. SIENA**  
Director IV  
OIC, Undersecretary for Curriculum and Instruction

SUBJECT : **ORIENTATION ON DO 42, S. 2016 ALSO KNOWN AS THE  
POLICY GUIDELINES ON DAILY LESSON PREPARATION  
FOR THE K TO 12 BASIC EDUCATION**

Date : October 15, 2018

The Department of Education (DepEd) through the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD) will conduct the following Orientation on Clarificatory Guidelines of DepEd Order 42, s. 2016 also known as Policy Guidelines on the Daily Lesson Preparation for the K to 12 Basic Education Program:

Activity	Date	Venue	Check-in	Check-out
Orientation on Clarificatory Guidelines of DepEd Order 42, s. 2016 <b>(Luzon Cluster)</b>	December 4-7, 2018	To be determined (Tagaytay City)	December 4, 2018 at 1:00pm with lunch as first meal	December 7, 2018 at 11:00am with morning snacks as last meal
Orientation on Clarificatory Guidelines of DepEd Order 42, s. 2016 <b>(VisMin Cluster)</b>	December 11-14, 2018	To be determined (Gen.San. City)	December 11, 2018 at 1:00pm with lunch as first meal	December 14, 2018 at 11:00am with morning snacks as last meal



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The said activity aims to:

- discuss the amendments and additional provisions of DO 42, s. 2016; and
- explain the new DLL/DLP template.

In view of this, may we request each region to **submit a list of confirmed participants**, one representative per SDOs and ROs preferably Education Program Supervisor (EPS) or CLMD/CID Chief, duly signed by the regional director/schools division superintendent and email it at [ernani.jaime@deped.gov.ph](mailto:ernani.jaime@deped.gov.ph) on or before November 29, 2018.

All expenses relative to the conduct of the activity shall be charged against 2018 HRTD Funds. Participants are advised to take the most economical means of transportation. Travel expenses shall be reimbursed to all respective divisions/regions upon submission of complete travel documents.

In the event that the downloaded funds is not sufficient to cover the actual travel expenses of the participants, the ROs / SDOs shall allow the participants to reimburse the remaining balance from the Region/Division MOOE, subject to the usual accounting and auditing rules and regulations.

For inquiries and other details, please contact **ERNANI OFRENEO JAIME**, Supervising Education Program Specialist at telephone number (02) 638 47 99 and mobile number 0928 1999 522.

Thank you very much and may we express our deepest appreciation for your continued support to the Department.

## ORIENTATION ON DEPED ORDER 42, S. 2016

(Policy Guidelines on the Daily Lesson Preparation for the  
K to 12 Basic Education Program)

Villa Caceres Hotel, Naga City

# 8617

### List of Facilitators

(Luzon Cluster)

	Name	Region	Division
1.	Herman Catapang	IV-A	Batangas City
2.	Ma. Vinnah Delgado	IV-A	Batangas City
3.	Minerva David	IV-A	Rizal
4.	Asuncion Sierra	IV-A	Rizal
5.	Eugene Sierra	IV-A	Antipolo City
6.	Aida Unabia	IV-A	Antipolo City

Prepared by:

**(SGD) ERNANI OFRENEO JAIME**

Supervising Education Program Specialist (SVEPS)

*Bureau of Learning Delivery*