



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

Division Reference Number		0196		Date		7 Jan 2019-		
NAME OF OFFICIAL/EMPLOYEE				DESIGNATION & STATION				
Please see attached list				Please see attached list				
PURPOSE: Attendance to CONDUCT OF ENHANCED SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP): FOUNDATION COURSE – BATCH 3								
DESTINATION: TAGAYTAY INTERNATIONAL CONVENTION CENTER, TAGAYTAY CITY								
PERIOD OF TRAVEL		FROM		13 Jan 2019-		TO		
						20 Jan 2019-		
Please Check:-				Estimated Expense-				
1. <input checked="" type="checkbox"/> Official Business				Registration Fee				Php _____
<input type="checkbox"/> Cash Advance				Transportation				_____ 1000 (each)
<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				11,000.00
				EXPENSES				Php _____
Requested by:			Funds Available- for Official			Approved:		
 DR. JONATHAN P. DOMINGO Chief - School Governance & Operations Division			* 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: _____					
			Noted					
			<input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: _____					
			 MRS. RAQUEL F. ESGUERRA Division Accountant III					



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Authority to Travel for:

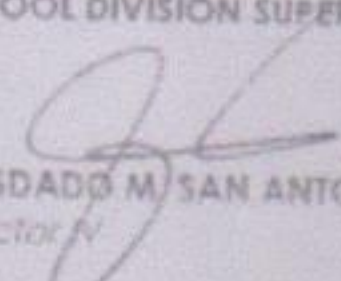
- | | |
|------------------------------|--|
| 1. TUPAS, MYLA F. | - Antipolo City SPED Center – SDO Antipolo |
| 2. ORGE, DIGNA | - Calawis NHS - SDO Antipolo |
| 3. SAN JUAN, LOLITA | - Binayoyo Integrated – SDO Antipolo |
| 4. LOZANO, REYNALDO P. | - Apia Integrated – SDO Antipolo |
| 5. MANDAL, ESPERANZA | - ANSCI – SDO Antipolo |
| 6. ARNAIZ, RODIEN DUNHILL C. | - Canumay ES- SDO Antipolo |
| 7. COLOCAR, THELMA F. | - Old Boso-boso NHS – SDO Antipolo |
| 8. AREVALO, MICHELLE L. | - Libis ES – SDO Antipolo |
| 9. DITARRO, RODRIGO D. | - Canumay NHS – SDO Antipolo |
| 10. GABION, MARK B. | - San Ysiro ES – SDO Antipolo |
| 11. ORTIZ, ROSANNA | - Dela Paz Senior HS – SDO Antipolo |



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



TO : SCHOOL DIVISION SUPERINTENDENTS

FROM : 
 DIOSDADO M. SAN ANTONIO
 Director IV

8693

SUBJECT : RESETTING OF SCHEDULE ON THE CONDUCT OF ENHANCED
 SCHOOLS HEADS DEVELOPMENT PROGRAM (E-
 SHDP) FOUNDATION COURSE- BATCH 3

DATE : November 21, 2018

- In reference to the Regional Memorandum No. 708 s. 2018 on the conduct of E-SHDP Foundation Course batch 3, the said training workshop is postponed due to overlapping of activities. The venue is at Tagaytay International Convention Center, Tagaytay City.
- The schedule of activity is changed to wit:

Module	FROM	TO
1	Dec. 2 – 9, 2018	Jan. 13 – 20, 2019
2	Dec. 10 – 16, 2018	Jan. 27 – Feb. 2, 2019
3	Dec. 16 – 23, 2018	Feb. 10 – 16, 2019
- All participants are required to register at bit.ly/ESHDPFC2018B3 until December 15, 2018.
- Other details and administrative guidelines stated in the previous Memorandum will remain the same.
- Attached is the list of learning facilitators, technical working group and matrix for module 1.
- Immediate dissemination of this memorandum is desired.



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