



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	0191	Date	7 Jan 2019-
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NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
SALAZAR, CRISTINA C. TAYONA, ARLENE L. MALIBIRAN, DR. GAYLE J. TORTOZA, DR. MERVIN C. CASAUAY, ESTEBAN B.	EPS (ENGLISH) – SDO ANTIPOLO SEPS (HRTD) – SDO ANTIPOLO EPS II (HRTD) – SDO ANTIPOLO PRINCIPAL III (ISTES) – SDO ANTIPOLO PRINCIPAL II (MLGMNHS) – SDO ANTIPOLO

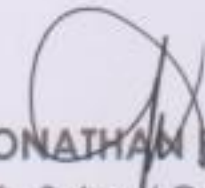

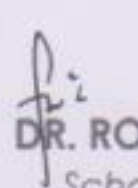
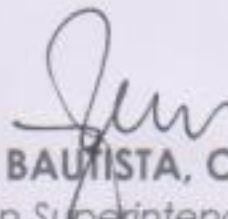
LASTNAME, FIRSTNAME MI*

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-
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Please Check:- 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>	Estimated Expense- <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Registration Fee</td> <td style="width: 10%;">Php</td> <td style="width: 20%;"></td> </tr> <tr> <td>Transportation</td> <td></td> <td style="text-align: right;">1000.00 (each)</td> </tr> <tr> <td>Travel Allowance</td> <td></td> <td></td> </tr> <tr> <td>On Travel Time only</td> <td></td> <td></td> </tr> <tr> <td>Full Allowance</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL ESTIMATED</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">EXPENSES</td> <td style="text-align: right;">Php</td> </tr> </table>	Registration Fee	Php		Transportation		1000.00 (each)	Travel Allowance			On Travel Time only			Full Allowance			TOTAL ESTIMATED		5,000.00	EXPENSES		Php
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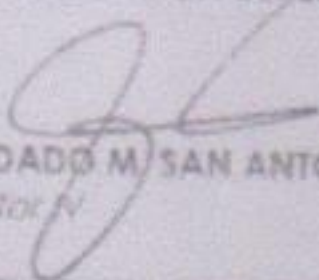
Requested by:  DR. JONATHAN P. DOMINGO Chief - School Governance & Operations Division	Funds Available- for Official * Business (specify the source of funds) <input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: _____ Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:  MRS. RAQUEL I. ESGUERRA Division Accountant III	Approved:   DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
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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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