



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Code: DF01-01SDS-18
 Version No: 1.0
 Revision No: 00

Effectivity date: May 2018
 Office/Unit:
**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

Division Reference Number		0742		Date	28 Jan 2019-	
NAME OF OFFICIAL/EMPLOYEE				DESIGNATION & STATION		
LACEDA, RICHILO <small>LAST NAME, FIRST NAME MI *</small>				Teacher / JSES		
PURPOSE: Replacement of Florabel Tolentino to Hub Human Free Software Training Workshop						
DESTINATION: Hotel Dominique, Tagaytay City						
PERIOD OF TRAVEL	FROM	30 Jan 2019-		TO	1 Feb 2019-	
Please Check: -		Estimated Expense-				
1. <input checked="" type="checkbox"/> Official Business		Registration Fee				
<input checked="" 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 1,500.00				
Requested by:		Funds Available- for Official		Approved:		
		* Business (specify the source of funds)				
DR. GLORIA C. ROQUE		<input type="checkbox"/> Division Fund		DR. ROMMEL C. BAUTISTA, CESO V		
OIC-Office of the Asst. Schools Division Superintendent		<input type="checkbox"/> LSB Fund		Schools Division Superintendent		
		<input type="checkbox"/> Others: <u>School</u>				
		<u>MOOE</u>				
		Noted				
		<input checked="" type="checkbox"/> On Official Time Only				
		<input type="checkbox"/> Other Funds:				
		MRS. RAQUEL F. ESGUERRA				
		Division Accountant III				
REMARKS:						



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



TO : SCHOOLS DIVISION SUPERINTENDENTS
DIVISION INFORMATION TECHNOLOGY OFFICERS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : HubHuman FREE SOFTWARE TRAINING/WORKSHOP

DATE : December 6, 2018

1. Relative to DM- LA-2017-0327 and in consonance with Memorandum of Agreement between the National Educators' Academy of the Philippines-Central Office and the Marrox Trading and Construction dated November 22, 2017 the adopt-school project known as HubHuman Project, this office will conduct training/workshop on January 23-25, 2019, training venue will be announced in a separate memorandum.
2. At the end of this training the participants will be able to:
 - a. determine the ethical and moral standards of using social media and website content;
 - b. comprehend the features and benefits of HH free software;
 - c. create, edit, change and add page to a web;
 - d. present simple website;
3. Participants from the said activity are the ff.:
 - 5 Regional ICT Unit Staff,
 - 21 Division Information Technology Officer,
 - 21 Selected (1) ICT Coordinator of SDCs and
 - 5 "HubHuman Ambassadors" from Antipolo City
 - o Venerando Vergara
 - o Maneth Alejanfro
 - o Krystine Ramoya
 - o John Joseph Atanacio
 - o Raphael Perez
4. Board and lodging shall be charged against HUBHUMAN Project Proponent while travel and other incidental expense shall be charged against local fund subject for usual accounting rules and regulations.
5. Dissemination of this memorandum is highly desired.

