



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>		<b>Date</b> 7 Jan 2019-	
<b>NAME OF OFFICIAL/EMPLOYEE</b>		<b>DESIGNATION &amp; STATION</b>	
Please see attached list  LASTNAME, FIRSTNAME MI*		Please see attached list	
<b>PURPOSE: Attendance to CONDUCT OF ENHANCED SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP): FOUNDATION COURSE – BATCH 3</b>			
<b>DESTINATION: TAGAYTAY INTERNATIONAL CONVENTION CENTER, TAGAYTAY CITY</b>			
<b>PERIOD OF TRAVEL</b>	<b>FROM</b>	<b>TO</b>	<b>16 Feb 2019-</b>
<b>Please Check:-</b>		<b>Estimated Expense-</b>	
1. <input checked="" type="checkbox"/> Official Business		Registration Fee Php _____	
<input type="checkbox"/> Cash Advance		Transportation _____	
<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 EXPENSES Php 11,000.00	
<b>Requested by:</b>		<b>Funds Available-</b> for Official	
 <b>DR. JONATHAN P. DOMINGO</b> Chief - School Governance & Operations Division		* 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	



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Subject:

## **Internal Authority to Travel**

### **Authority to Travel for:**

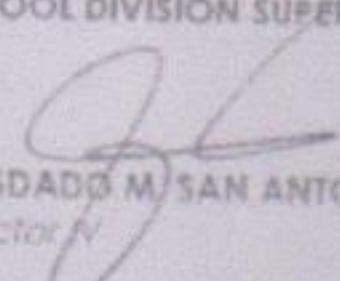
- |                              |  |
|------------------------------|--|
| 1. TUPAS, MYLA F.            | - Antipolo City SPED Center – SDO Antipolo |
| 2. ORGE, DIGNA               | - Calawis NHS - SDO Antipolo               |
| 3. SAN JUAN, LOLITA          | - Binayoyo Integrated – SDO Antipolo       |
| 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  
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 REGION IV-A CALABARZON  
 Gate 2 Karangalan Village  
 1900 Cainta, Rizal



**TO** : SCHOOL DIVISION SUPERINTENDENTS

**FROM** :   
 DIOSDADO M. SAN ANTONIO  
 Director IV

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

**DATE** : November 21, 2018

# 8693

- 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](http://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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