



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		<i>LOD</i>		Date	December 4, 2018
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
SAYAGO, MERLITA O. TAYONA, MICHAEL T. ACORDA, ERWIN P. DR. RODRIGUEZ, MARILYN B. SALUNGA, MARIALY N. VILORIA, ZAMMY CORROS PICARDAL, GEMMA B. <small>LAST NAME, FIRST NAME MI *</small>			EPS – Kindergarten/SPED PSDS/District II - E Principal/BN IV ES Principal/Peñafrancia ES Teacher/BN I ES Teacher/Lores ES SPED , Ant City SPED Center		
PURPOSE: Attendance to the Entitled Regional Training on PhychoEducational Assessment & Orientation on Transition Curriculum for Learners with Special Needs					
DESTINATION: DAP Tagaytay City					
PERIOD OF TRAVEL		FROM	January 8, 2019	TO	January 10, 2019
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- Registration Fee Php _____ Transportation <u>400.00 / day</u> Travel Allowance <u>600.00</u> On Travel Time only _____ Full Allowance _____ TOTAL ESTIMATED _____ EXPENSES Php <u>1,000.00</u>			
Requested by: LITO A. PALOMAR OIC-Chief, CID / EPS - AP		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: <u>Local Funds</u> Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: _____		Approved: DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent	
Requested by: MRS. RAQUEL V. 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**

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

SUBJECT : **CORREGINDUM TO REGIONAL MEMORANDUM NO. 775 S. 2018
ENTITLED REGIONAL TRAINING ON PSYCHOEDUCATIONAL
ASSESSMENT AND ORIENTATION ON TRANSITION CURRICULUM
FOR LEARNERS WITH SPECIAL NEEDS**

DATE : December 5, 2018

#8964

1. The Regional Training on Psychoeducational Assessment and Orientation on Transition Curriculum for Learners with Special needs will be rescheduled on **January 8-10, 2019** instead of **December 11-13, 2018** at the same venue, Development Academy of the Philippines (DAP), Tagaytay City.
2. Immediate dissemination of this Memorandum is desired.

