



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

Code:
DF01-01SDS-18

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Office/Unit:

Revision No:
00

**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

Division Reference Number _____ Date **8 Jan 2019-**

NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
YURABA, DANIEL M. LAURORA, KAREEN S. COPIA, JOSEPHINE B. TAYAMORA, AIDA T. SAMSON, GLADISH G. CHIANGCO JR, ALBERT DG. MARIÑAS, LIEZEL L. SAN JUAN, VERGEL R. RAÑADA, LEAH B. <small>LAST NAME, FIRST NAME MI *</small>	Senior Bookkeeper – Antipolo NHS Senior Bookkeeper – Bagong Nayon II NHS Senior Bookkeeper – Cupang NHS Senior Bookkeeper – Mambugan NHS Senior Bookkeeper – Maximo LGMNHS Senior Bookkeeper – Mayamot NHS Senior Bookkeeper – San Isidro NHS Senior Bookkeeper – San Jose NHS Senior Bookkeeper – San Roque NHS

PURPOSE: Attendance to Regional Seminar-Workshop on the Preparation and Consolidation of FY 2018 Year-End Financial Reports

DESTINATION: Pontefino Hotel, Pastor Village, Batangas City

PERIOD OF TRAVEL FROM **15 Jan 2019-** TO **16 Jan 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 <u>4,000.00 (each)</u> Transportation Travel Allowance On Travel Time only Full Allowance TOTAL ESTIMATED EXPENSES Php _____
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Requested by:

DR. GLORIA C. ROQUE
 OIC - Assistant Schools Division
 Superintendent

Funds Available- for Official
 * Business (specify the source of funds)
 Division Fund
 LSB Fund
 Others: same mode
Noted
 On Official Time Only
 Other Funds:

MRS. RAQUEL F. ESGUERRA
 Division Accountant III

Approved:

DR. ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

REMARKS:



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



TO : SCHOOLS DIVISION SUPERINTENDENTS
SECONDARY SCHOOL PRINCIPALS OF IMPLEMENTING UNITS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION AND CONSOLIDATION
OF FY 2018 YEAR-END FINANCIAL REPORTS

DATE : December 17, 2018

- The Finance Division will conduct the Regional Year-End Preparation and Consolidation of FY 2018 Financial Reports with the selected finance staff from the regional, schools division offices and secondary schools implementing units on **January 15-18, 2019** venue to be determined in a separate Regional Advisory (**HOST: CITY DIVISION OF BATANGAS**).
- The objective of this activity is to prepare, consolidate and validate financial reports to ensure accuracy and timely submission to Central Office, DBM and other oversight agencies. It is suggested that all School Division Offices through all Accountants and Budget Officers will conduct your respective division activity for this purpose to be scheduled on **January 7-11, 2019** before the Regional consolidation activity. Attached is the Checklist of Reports for FY 2017 Regional Year-End.
- Participants to this activity are the SDO accountants, budget officers and senior bookkeepers of secondary schools implementing units scheduled as follows:

Attendees	Date
1. School Accountants/Senior Bookkeepers of IUs	Jan. 15-16, 2019
2. SDO Accountants, Budget Officers and Selected Encoders	Jan. 15-18, 2019

- A registration fee of Two Thousand Pesos (**P2,000.00**) per day shall be charge for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division is required to submit through fax the confirmation of participants to the Host Division not later than December 28, 2018.
- Please be guided accordingly.



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