



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 | | 0215 | | 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: Lima Park Hotel, Malvar Batangas | | | | | | |
| 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 4,000.00 (each) Transportation Travel Allowance On Travel Time only Full Allowance TOTAL ESTIMATED EXPENSES Php | | | | |
| Requested by: DR. GLORIA C. ROQUE <small>OIC - Assistant Schools Division Superintendent</small> | | Funds Available- for Official <small>* Business (specify the source of funds)</small> <input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: <u>SCPMI MROE</u> Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: MRS. RAQUEL F. ESGUERRA <small>Division Accountant III</small> | | Approved: DR. ROMMEL C. BAUTISTA, CESO V <small>Schools Division Superintendent</small> | | |

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.



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487
Fax: (02) 682-2114
Website: depedcalabarzon.ph
Facebook: DepEd R-4A Calabarzon
E-mail: region4a@deped.gov.ph

