



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		Date	
1586		21 Jan 2019-	
NAME OF OFFICIAL/EMPLOYEE		DESIGNATION & STATION	
Please see attached  LASTNAME, FIRSTNAME MI*		SDO ANTIPOLO	
PURPOSE: Attendance to YEAR-END REVIEW FOR SCHOOL-BASED FEEDING, OK SA DEPED AND ALL ESSD PROGRAMS AND PROJECTS			
DESTINATION: TAGAYTAY INTERNATIONAL CONVENTION CENTER, TAGAYTAY CITY, CAVITE			
PERIOD OF TRAVEL	FROM	TO	
	24 Jan 2019-	25 Jan 2019-	
Please Check:-		Estimated Expense-	
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	
<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 1,500.00 (each)	
		19,500.00	
		Php _____	
Requested by:		Funds Available- for Official	
		* Business (specify the source of funds)	
DR. JONATHAN P. DOMINGO		<input type="checkbox"/> Division Fund	
Chief - School Governance & Operations Division		<input type="checkbox"/> LSB Fund	
		<input checked="" type="checkbox"/> Others: <u>scm</u>	
		Noted	
		<input type="checkbox"/> On Official Time Only	
		<input type="checkbox"/> Other Funds:	
		MRS. RAQUEL F. ESGUERRA	
		Division Accountant III	
		Approved:	
		DR. ROMMEL C. BAUTISTA, CESO V	
		Schools Division Superintendent	



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## **Internal Authority to Travel**

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

- |                            |   |  |
|----------------------------|---|--|
| 1. AMINOSO, DR. FELY       | - | Bagong Nayon II ES – SDO Antipolo            |
| 2. FORTIN, MARY ANN        | - | BN II ES (BE Coordinator) - SDO Antipolo     |
| 3. BADILLO, FRANKLIN A.    | - | BN II ES (PTA)                               |
| 4. OMIDO, TERESA O.        | - | Knights of Columbys ES – SDO Antipolo        |
| 5. PARAS, GWENDOLYN        | - | KOC ES (BE Coordinator) – SDO Antipolo       |
| 6. FILARIO, SHIELLA MAE    | - | KOC ES (BE Coordinator) - SDO Antipolo       |
| 7. PASCUA, SUSAN           | - | KOC ES (PTA)                                 |
| 8. BELTRAN, DR. ROMMEL     | - | San Jose NHS – SDO Antipolo                  |
| 9. DAYTO, ELVIN            | - | San Jose NHS (BE Coordinator)– SDO Antipolo  |
| 10. ABOGADO, ABRAHAM BOBBY | - | San Jose NHS (PTA)                           |
| 11. BANAYO, LIZA           | - | Kaysakat NHS – SDO Antipolo                  |
| 12. SAQUILLO, ROSELYN      | - | Kaysakat NHS (BE Coordinator) - SDO Antipolo |
| 13.                        | - | Kaysakat NHS (PTA)                           |



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



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED



FROM : DIOSDADO M. SAN ANTONIO  
Director IV

SUBJECT : VENUE OF THE YEAR-END REVIEW FOR SCHOOL-BASED FEEDING,  
OK SA DEPED AND ALL ESSD PROGRAMS AND PROJECTS

DATE : January 14, 2019

1. The venue of the **YEAR-END REVIEW FOR SCHOOL-BASED FEEDING, OK SA DEPED AND ALL ESSD PROGRAMS AND PROJECTS** on January 23-25, 2019 will be at the Tagaytay International Convention Center, Tagaytay City, Cavite.
2. This activity aims to evaluate the status of the implementation of the programs and identify gaps and make necessary recommendations or adjustment for an improved implementation for 2019.
3. Attached is the list of participants to the said activity.
4. Participants to the Year End Review on January 24-25, 2019 are expected to be at the venue by 8:00 AM of January 24, 2019 while the Brigada Eskwela Awardees are expected to be of the venue by 8:00 AM of January 25, 2019.
5. ESSD staff and TWG are expected to be at the venue by 8:00 AM of January 23, 2019 for planning and preparatory work and meeting.
6. Participants are requested to come in smart casual attire on January 25, 2019.
7. Travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is earnestly desired.



Trunk Line: (02) 682-5773 / 647-4914 / 647-7487  
Fax: (02) 682-2114  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Facebook: DepEd R-4A Calabarzon



A. Participants to the Year-End Review for School-Based Feeding, OK sa DepEd and All ESSD Programs and Projects

NO. OF PAX (1 PER DIVISION)	PARTICIPANTS	DATE
15	ESSD Staff and TWG	January 23-25, 2019
21	Schools Division Superintendents	January 25, 2019
21	SGOD Chief	January 24-25, 2019
24	Medical Officer*	January 24-25, 2019
21	Nurses	January 24-25, 2019
21	Engineers	January 24-25, 2019
21	Dentists	January 24-25, 2019
21	SBFP Coordinators	January 24-25, 2019
21	EPS SocMob	January 24-25, 2019
21	SEPS SocMob	January 24-25, 2019
21	DRRM Coordinators	January 24-25, 2019
21	PDO I / Division YFC	January 24-25, 2019
3 per school	Brigada Eskwela Awardees (1) School Head (1) BE School Coordinator (1) PTA President	January 25, 2019

\*Includes Medical Officers detailed in schools