






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

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May 2018
Office/Unit:
Office of the Schools
Division Superintendent

Subject:

Internal Authority to Travel

| | | | | | |
|---|------|--|---|---|-------------|
| Division Reference Number | 1219 | | | Date | 6 Feb 2019- |
| NAME OF OFFICIAL/EMPLOYEE | | | DESIGNATION & STATION | | |
| <p>MALIBIRAN, GAYLE J. BACULO, LOUIE L. BARRETO, MAAN A. IRADIEL, MARK ANTHONY N. ARCE, CARLOS RAFAEL C. CARSON, MA. ROSARIO W. BAJO, CRISTINE G. MARIGONDON, JEANNE LASTNAME, FIRSTNAME MI*</p> | | | <p>EPS II (HRTD) – SDO ANTIPOLO PDO I (SHS) – SDO ANTIPOLO PDO I (SHS) – SDO ANTIPOLO DELA PAZ NHS – SDO ANTIPOLO MAYAMOT NHS – SDO ANTIPOLO SAN JOSE NHS – SDO ANTIPOLO DALIG NHS – SDO ANTIPOLO KAYSAKAT NHS – SDO ANTIPOLO</p> | | |
| PURPOSE: Attendance to REGIONAL MASS TRAINING OF TEACHERS AND CAREER ADVOCATES ON CAREER GUIDANCE STRATEGIES | | | | | |
| DESTINATION: BP INTERNATIONAL MAKILING, LOS BAÑOS, LAGUNA | | | | | |
| PERIOD OF TRAVEL | FROM | 25 Feb 2019- | TO | 28 Feb 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 800.00 (each) Travel Allowance On Travel Time only Full Allowance 6,4 00.00 TOTAL ESTIMATED EXPENSES Php | | | |
| Requested by:  DR. JONATHAN P. DOMINGO Chief - School Governance & Operations Division | | 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: _____ 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 | |



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



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SGOD CHIEFS
ALL PROJECT DEVELOPMENT OFFICERS I
ALL DIVISION YOUTH FORMATION COORDINATORS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : REGIONAL MASS TRAINING OF TEACHERS AND CAREER
ADVOCATES ON CAREER GUIDANCE STRATEGIES

DATE : January 29, 2019

HF 0942

1. The Regional Office thru the Education Support Services Division will be conducting the **REGIONAL MASS TRAINING OF TEACHERS AND CAREER ADVOCATES ON CAREER GUIDANCE STRATEGIES** in support to the implementation of Career Guidance Program on February 25-28, 2019 at the BP International Makiling, Los Banos, Laguna.
2. This activity aims to update teachers and career advocates on the current trends and strategies on career guidance.
3. Participants to the training are Grade 11-12 teachers and career advocates/Guidance Counselor and PDO I. In case the PDO I is not available during the training dates, PDO I can send a representative preferably Grade 11-12 teachers and career advocates/Guidance Counselor. Please see annexes for the number of participants per division, list of trainers and TWG.
4. Please access the link (<http://bit.ly/CGPSIrat4A>) to register the complete name, designation and division of confirmed participants by February 12, 2019.
5. Participants are expected to be at the venue by 2:00 PM of February 25, 2019, first meal to be served is PM snacks.
6. The participants shall be entitled to service credits in accordance with DepEd Order No. 53 s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per



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Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02 s, 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

7. Travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this Memorandum is earnestly desired.