



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

Code: DF01-01SDS-18
 Version No: 1.0
 Revision No: 00

Effectivity date: May 2018
 Office/Unit:
**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

| | | | | | |
|---|------|---|-----------------------|--|--------------|
| Division Reference Number | | 412 | | Date | 22 Feb 2019- |
| NAME OF OFFICIAL/EMPLOYEE | | | DESIGNATION & STATION | | |
| Please see attached LASTNAME, FIRSTNAME MI * | | | Please see attached | | |
| PURPOSE: Attendance to VALIDATION OF THE DRAFTS OF STANDARDS FOR SCHOOL HEADS AND SUPERVISORS | | | | | |
| DESTINATION: SUMMIT RIDGE,, TAGAYTAY CITY | | | | | |
| PERIOD OF TRAVEL | FROM | 28 Feb 2019- | TO | 28 Feb 2019- | |
| Please Check:- | | Estimated Expense- | | | |
| 1. <input checked="" type="checkbox"/> Official Business | | Registration Fee | | Php _____ | |
| <input type="checkbox"/> Cash Advance | | Transportation | | _____ /,000 - 1,500.00 | |
| <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 1,000 | |
| Requested by: | | Funds Available- for Official | | Approved: | |
| For: DR. JONATHAN P. DOMINGO CHIEF - School Governance & Operations Division | | * Business (specify the source of funds) | | DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent | |
| | | <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 M. ESGUERRA Division Accountant III | | | |



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

Authority to Travel for:

- | | | |
|---------------------------|---|---------------------------------|
| 1. SALAZAR, CRISTINA C. | - | EPS (ENGLISH) – SDO Antipolo |
| 2. BUENA, DR. ARNEL T. | - | EPS (SGOD) - SDO Antipolo |
| 3. TAYONA, MICHAEL T. | - | PSDS – SDO Antipolo |
| 4. TUPAS, DR. NIMROD A. | - | PSDS – SDO Antipolo |
| 5. MARTINEZ, VIVIENNE C. | - | PSDS – SDO Antipolo |
| 6. MAXIMO, NIXON C. | - | PRINCIPAL II – SDO Antipolo |
| 7. SISON, DR. ROWENA B. | - | PRINCIPAL IV- SDO Antipolo |
| 8. CRUZ, MARICEL | - | ASST. PRINCIPAL – SDO Antipolo |
| 9. REYNOSO, JOSEPHINE C. | - | HEAD TEACHER I – SDO Antipolo |
| 10. PAAT JR., VIRGILIO O. | - | HEAD TEACHER III – SDO Antipolo |
| 11. YUSAY, ROMEO S. | - | HEAD TEACHER IV– SDO Antipolo |

DR. MONAS C. MAUNTA, CSO V
 SCHOOLS DIVISION SUPERINTENDENT



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

1786

SUBJECT : PARTICIPANTS TO THE VALIDATION OF THE DRAFTS OF STANDARDS FOR SCHOOL HEADS AND SUPERVISORS

DATE : February 14, 2019

1. In reference to DepEd Memorandum, DM-PFO-2018-00101, from the Office of USEC Jesus L.R. Mateo, on the First Validation of the Drafts of the Standards for School Heads and Supervisors, this Office requires each Schools Division Office to send the required number of participants on February 28, 2019. The venue is to be determined.
2. The first Group is composed of Principals, Assistant Principals, Head Teachers and TICs/OICs who will validate the standards for School Heads from 8:00 – 12:00 noon. The second Group is composed of Chief Education Supervisors, PSDSs, Regional and SDO Education Supervisors who will validate the standards for Supervisors from 1:00 – 5:00 pm.
3. All participants are required to register online @ bit.ly/OGVALIDATION on or before February 25, 2019. Attached is the **Expected Number** of attendees per SDO.
4. Travel expenses of the participants shall be charged against RO/SDO MOOE/local funds subject to COA accounting and auditing rules and regulations. Meals shall be charged against RCTQ funds.
5. Immediate dissemination of this Memorandum is desired.

