



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

Code:  
DF01-01SDS-18

Effectivity date:  
May 2018

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Office/Unit:

Revision No:  
00

**Office of the Schools  
 Division Superintendent**

Subject:

## Internal Authority to Travel

<b>Division Reference Number</b>	<b>Date</b> 27 Feb 2019-
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NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
DR. GLORIA C. ROQUE ESGUERRA, RAQUEL F. DELA CRUZ, RAGAAM V. VILLAREAL, MYRA B. CORONADO, CHRISTINE T. YURABA, DANIEL M. SALAZAR, CECILIA O. TAYAMORA, AIDA T. COPIA, JOSEPHINE B. SAMSON, GLADISH G. CHIANGCO JR, ALBERT DG. MARIÑAS, LIEZEL L. SAN JUAN, VERGEL R. RAÑADA, LEAH B. <small>LAST NAME, FIRST NAME MI *</small>	OIC, ASDS Accountant III Administrative Officer V-Budget Officer III Planning Officer III HRMO II Senior Bookkeeper – Antipolo NHS Senior Bookkeeper – Cupang NHS Senior Bookkeeper – Mambugan NHS Senior Bookkeeper – Marcelino MNHS 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 Finalization of FY 2020 Budget Proposal

**DESTINATION:** TICC, Tagaytay City

<b>PERIOD OF TRAVEL</b>	<b>FROM</b>	1 Mar 2019-	<b>TO</b>	2 Mar 2019-
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<b>Please Check: -</b> 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>	<b>Estimated Expense-</b> <table style="width: 100%;"> <tr> <td style="width: 60%;">Registration Fee</td> <td style="width: 10%;">Php</td> <td style="width: 30%; text-align: right;">3,600.00 (each)</td> </tr> <tr> <td>Transportation</td> <td></td> <td></td> </tr> <tr> <td>Travel Allowance</td> <td></td> <td></td> </tr> <tr> <td>On Travel Time only</td> <td></td> <td></td> </tr> <tr> <td>Full Allowance</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>TOTAL ESTIMATED</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>EXPENSES</b></td> <td style="text-align: right;">Php <u>3,600.00 (each)</u></td> </tr> </table>	Registration Fee	Php	3,600.00 (each)	Transportation			Travel Allowance			On Travel Time only			Full Allowance			<b>TOTAL ESTIMATED</b>			<b>EXPENSES</b>		Php <u>3,600.00 (each)</u>
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<b>Requested by:</b>  <b>DR. GLORIA C. ROQUE</b> OIC - Assistant Schools Division Superintendent	<b>Funds Available-</b> 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: _____ <b>Noted</b> <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:  <b>MRS. RAQUEL F. ESGUERRA</b> Division Accountant III	<b>Approved:</b>  <b>DR. ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
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**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 HEADS

**FROM :** DIOSDADO M. SAN ANTONIO  
*Director IV*

**SUBJECT :** SEMINAR-WORKSHOP ON THE FINALIZATION OF FY 2020 BUDGET PROPOSAL *Mg*

**DATE :** February 26, 2019

1. The Finance Division will conduct the Seminar-Workshop on the Finalization of FY 2020 Budget Proposal of Schools Division Offices and Implementing Units on March 1-2 and 4-5, 2019. Below are the scheduled dates and venue of Clusters 1 and 2 and attached Annex A for the identified Schools Division Offices.

Cluster	Date	Venue
Cluster 1	March 1-2, 2019	TICC, Tagaytay City
Cluster 2	March 4-5, 2019	BP, International Makiling, Los Baños, Laguna

2. The objectives of the seminar-workshop are as follows: 1) Provide directions to school division offices and implementing units on the preparation of budget proposal based on thrusts and priorities; 2) Provide technical support to operating units to focus on the implementation of the current year's budget instead of implementing projects appropriated and obligated in the previous years; and 3) Ensure that all operations are on schedule and that their appropriated budgets can be fully disbursed within the fiscal year.
3. Due to limited government venue to conduct this activity, the region limits the number of participants of five (5) per School Division Offices and one (1) participant per Secondary School Implementing Unit. Participants to the seminar-workshop are the following:
- 1) Schools Division Superintendents/Assistant Schools Division Superintendents
  - 2) Schools Division Accountants
  - 3) Schools Division Budget Officers
  - 4) SDO Planning Officers
  - 5) SDO Human Resource Management Officers
  - 6) Secondary Implementing Units Accountants/Senior Bookkeepers
4. It is understood that all School Division Offices shall submit a consolidated and validated reports to Regional Office, Finance Division.



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5. The Regional Office Finance Division will request for the approval of the Compensatory Time-Off (CTO) on March 2, 2019 which falls on Saturday. Copy of the approval of the request duly signed by the Regional Director with the validated name of attendees on March 2, 2019 will be provided to all Schools Division Offices included in Cluster 1.
6. A Registration Fee of Three Thousand Six Hundred Pesos (**P3,600.00**) shall be charged for each participant chargeable against local funds subject to The usual accounting and auditing rules and regulations.
7. The activity will start at exactly 8:30 AM on Day 1 for each cluster. Kindly bring your Laptops, printer, extension cord, Wifi and needed data for your budget computation.
8. Please be guided accordingly.