



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

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

Subject:

Internal Authority to Travel

Division Reference Number	781		Date	1 Mar 2019	
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
<p>TORTOZA, DR. MERVIN C. TORTOZA, DR. MARICEL R. <small>LASTNAME, FIRSTNAME MI *</small></p>			<p>PRINCIPAL III (ISTES) – SDO ANTIPOLO PRINCIPAL I (KAYSAKAT ES) – SDO ANTIPOLO</p>		
PURPOSE: Attendance to 2019 FORUM ON TRANSPARENT, ETHICAL AND ACCOUNTABLE (TEA) GOVERNANCE					
DESTINATION: CHIPECO HALL, CALAMBA CITY					
PERIOD OF TRAVEL	FROM	6 Mar 2019		TO	6 Mar 2019
Please Check:-		Estimated Expense-			
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	Php		
<input type="checkbox"/> Cash Advance		Transportation		<u>8,00.00 (each)</u>	
<input type="checkbox"/> Reimbursement		Travel Allowance			
2. <input type="checkbox"/> Official Time		On Travel Time only			
<small>(NO EXPENSE to be incurred by the Division Office/School)</small>		Full Allowance		<u>1,600.00</u>	
		TOTAL ESTIMATED EXPENSES		Php	<u></u>
Requested by:		Funds Available- for Official * Business (specify the source of funds)		Approved:	
<input type="checkbox"/> Division Fund		<input type="checkbox"/> Division Fund		 DR. ROMMEL GABAUTISTA, CESO V Schools Division Superintendent	
<input type="checkbox"/> LSB Fund		<input type="checkbox"/> LSB Fund			
<input checked="" type="checkbox"/> Others: _____		<input checked="" type="checkbox"/> Others: _____			
 DR. JONATHAN P. DOMINGO CHIEF - SGOD		Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:			
		 MRS. RAQUEL F. ESGUERRA Division Accountant III			



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



TO : ASSISTANT REGIONAL DIRECTOR
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL CHIEFS OF FUNCTIONAL DIVISIONS

FROM : DIOSDADO M. SAN ANTONIO
 Director IV # / uot

SUBJECT : 2019 FORUM ON TRANSPARENT, ETHICAL AND ACCOUNTABLE
 (TEA) GOVERNANCE

DATE : 22 February 2019

1. DepEd Region IV-A CALABARZON, in coordination with the Region IV-A Association of Schools Division Superintendents, Inc., will conduct the 2019 Forum on Transparent, Ethical and Accountable (TEA) Governance at the Philippine International Convention Center, Pasay City on 11 March 2019 from 8:00AM to 5:00PM with the theme "TEA Governance Ambassadors: Transforming, Enhancing, Achieving".
2. Participants to this event are Schools Division Superintendents, Assistant Schools Division Superintendents, Chiefs of Divisions at the Regional and Division Offices, Regional/Division Education Program Supervisors, Public School District Supervisors and School Heads from the twenty-one (21) Schools Divisions comprising DepEd Region IV-A CALABARZON. (The table below shows the distribution of participants per Schools Division).

DIVISION	NUMBER OF ATTENDEES
Antipolo City	60
Bacoer City	40
Batangas	750
Batangas City	100
Biñan City	40
Cabuyao City	35
Calamba City	100
Cavite	350
Cavite City	25
Dasmariñas City	50



Gen. Trias City	30
Imus City	25
Laguna	350
Lipa City	100
Lucena City	50
Quezon	800
Rizal	350
San Pablo City	100
Sta Rosa City	40
Tanauan City	60
Tayabas City	25
Regional Office	30
TOTAL	3,510

3. All SDOs are encouraged to recommend TEA Governance Ambassador Ranks which is subject for confirmation of the Office of the Regional Director. In line with this, all SDOs are requested to send the names of their respective TEA Governance Ambassadors with corresponding ranks on or before 7 March 2019 to this email address: region4a@deped.gov.ph
4. As part of the activities, there will be a search for **MR. AND MISS Q & A TEA GOVERNANCE ADVOCATE 2019**. Guidelines and mechanics are hereto attached.
5. A registration fee of **ONE THOUSAND FIVE HUNDRED PESOS (PhP1,500.00)** per participant shall be collected to cover the cost of lunch, afternoon snacks and certificates. All expenses to be incurred by the participants shall be charged against local funds, subject to the usual accounting and auditing rules and procedures.
6. Payment of Registration Fee shall be made thru bank deposit.

Account Name : Region4A Association of Schools Superintendents, Inc.
Account Number : 5887-5889-1180-9
Bank and Branch : Metrobank Lipa, Ayala Highway
7. Pre-registration of all participants is strongly encouraged. The complete names of attendees and scanned copy of deposit slips shall be sent to ludy.pasagui@deped.gov.ph on or before 6 March 2019.
8. Immediate dissemination of this Memorandum to all concerned is enjoined.

MR. AND MISS Q & A TEA GOVERNANCE ADVOCATE 2019



QUALIFICATIONS:

1. This contest is open to all full-fledged Principals and Head Teachers of the Region with the following qualifications:
 - The nominee must be active in the service with at least three (3) year experience as learning leader.
 - He / She must be a member of TEA Governance Ambassadors group.
 - He / She has not been subjected to any form of disciplinary action.
2. Each division must have one (1) pair (male and female) of candidates for this activity.

MECHANICS:

1. All candidates will wear a smart casual attire.
2. Each candidate will introduce himself/herself briefly and will mention a quotation or a two-liner rhyme related to TEA Governance Advocacy.
3. During elimination round, each candidate will be given one (1) question to answer. The response will be rated according to its relevance, substance and value to TEA Governance Advocacy. Then Top 10 will be shortlisted to be semi-finalists.
4. Top 10 semi-finalists will now pick the name of the judge who will ask them a question. For this round, Top 5 will be declared as Finalists. Then, they will compete for the Final Round.
5. In the Finals, previous scores will be disregarded and they will be rated based on the final performance.
6. A common question will be asked to all the finalists. The rest of the candidates will be given headsets in order not to hear the question. Then a final ranking will be done.
7. The Top 5 will be declared as: Mr. and Miss Q & A TEA Governance Advocate 2019, 1st Runner-up, 2nd Runner-up, 3rd Runner-up, and 4th Runner-up respectively.
8. The decision of the judges is final and irrevocable.

AWARDS AND PRIZES:

The winners will receive Trophy, Sash, and Cash Prize each.

CRITERIA FOR JUDGING:

Character (50%)

Attribute showing clear and consistent advocacy to TEA governance practices

Delivery (25%)

Manner and eloquence of response

Déportment (25%)

Appropriateness of conduct, behaviour, bearing and posture