**AUTHORITY TO TRAVEL**

**Division of Antipolo City**

**Antipolo City Council**

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**VERSION NO.** 1.0  
**REVISION NO.** 0.2  
**EFFECTIVITY DATE:** 13 September 2018

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**Division Reference Number** | Click or tap here to enter text.  
**NAME OF OFFICIAL/EMPLOYEE** |  
**DESIGNATION & STATION** | Click or tap here to enter text.

(SEE ATTACHED LIST)  
LAST NAME, FIRST NAME MI*

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**PURPOSE:** Attend the Advance Training Course for Troop Leaders

**DESTINATION:** Mt. Makiling National Scout Reserve, Los Baños, Laguna

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**PERIOD OF TRAVEL**  
**FROM** 7 Apr 2019  
**TO** 14 Apr 2019

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**Please Check:**  
1. [ ] Official Business  
   [ ] Cash Advance  
   [ ] Reimbursement

2. [x] Official Time  
   (NO EXPENSE to be incurred by the Division Office/School)

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**Estimated Expense:**  
- Registration Fee: Php 52,500.00  
- Transportation: Php 4,800.00  
- Travel Allowance:  
  - On Travel Time only:  
  - Full Allowance:  
  - TOTAL ESTIMATED EXPENSES: Php 57,300

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**Funds Available** for Official Business (specify the source of funds)  
- [ ] Division Fund  
- [ ] LSB Fund  
- [x] Others: Council Fund

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**Requested by:**  
**Approved:**  
**Noted:**  
- [x] On Official Time Only  
- [ ] Other Funds:

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**REMARKS:**

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**ERIC G. GADON**  
Officer-In-Charge / CSE

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**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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**RAQUEL PESGUERRA**  
Accountant III
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Scouting Position</th>
<th>School/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DR. FERDINAND B. MILLAN</td>
<td>Regional Training Commissioner</td>
<td>Juan Sumulong ES</td>
</tr>
<tr>
<td>2</td>
<td>DR. RAMON N. BONIFACIO</td>
<td>Consultant on Training and Program</td>
<td>Antipolo City Council</td>
</tr>
<tr>
<td>3</td>
<td>ERIC G. GADON</td>
<td>OIC/Council Scout Executive</td>
<td>Antipolo City Council</td>
</tr>
<tr>
<td>4</td>
<td>RENATO B. PANTOJA, JR.</td>
<td>Field Scout Executive</td>
<td>Antipolo City Council</td>
</tr>
<tr>
<td>5</td>
<td>MERRY JANE SAN MARCOS</td>
<td>Council Staff</td>
<td>Juan Sumulong ES</td>
</tr>
<tr>
<td>6</td>
<td>ABELARDO ESGURRA</td>
<td>Participant-Troop</td>
<td>Knights of Columbus ES</td>
</tr>
<tr>
<td>7</td>
<td>LHEAN B. CUEVAS-GENAVIA</td>
<td>Participant-Troop</td>
<td>Dela Paz ES</td>
</tr>
<tr>
<td>8</td>
<td>JOAN P. IGROS</td>
<td>Participant-Kawan</td>
<td>Mayamot ES</td>
</tr>
<tr>
<td>9</td>
<td>MARICEL G. SORIANO</td>
<td>Participant-Troop</td>
<td>Mayamot ES</td>
</tr>
<tr>
<td>10</td>
<td>MARIKIS G. PACULAN</td>
<td>Participant-Troop</td>
<td>Mayamot ES</td>
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<tr>
<td>11</td>
<td>MARIJO D. TRESVALLES</td>
<td>Participant-Troop</td>
<td>Mayamot ES</td>
</tr>
<tr>
<td>12</td>
<td>IRISH GRACE D. BERJA</td>
<td>Participant-Kawan</td>
<td>Mayamot ES</td>
</tr>
</tbody>
</table>
Regional Office Memorandum
04 - 05, 2019

To: All Council Scout Executives of all ranks

Subject: ADVANCED TRAINING COURSE (WOOD BADGE) FOR SOUTHERN TAGALOG - BICOL REGIONS

1. With reference to the 2019 Calendar of Scouting Events and Observances, we are announcing the conduct of the following Advanced Training (Wood Badge) Courses, to be hosted by Lucena City Council, BSP, to wit:

<table>
<thead>
<tr>
<th>TITLE OF COURSE</th>
<th>VENUE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC (WB) - KL</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>April 08 – 13, 2019</td>
</tr>
<tr>
<td>ATC (WB) - TL</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>April 08 – 14, 2019</td>
</tr>
<tr>
<td>ATC (WB) - PLA</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>May 20 – 25, 2019</td>
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<tr>
<td>CME</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>April 23 – 29, 2019</td>
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<tr>
<td>CMT</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>April 23 – 29, 2019</td>
</tr>
</tbody>
</table>

2. The conduct of these Wood Badge training courses is aimed to provide Leadership Training skills for Keyan Leaders, Troop Leaders, Outfit Advisor, Leaders of Adult, Course for Managers of Learning and Course for Managers of Trainings, as well as District and Council Leaders and Professionals.

3. This present-day training program focuses on leadership and "people" skills which will provide opportunities for the participants to:
   a. Learn contemporary leadership concepts and techniques;
   b. Make them better leaders;

4. Training Fee: PHP 7,500.00 shall be charged each participant for meals, program materials, administrative budgetary requirements; rentals, camp fees, transportation; honors for presence in courses, etc.,
5.1 Individual reservation fee of PhP4,000.00 – non-refundable but transferable; to be deposited to Boy Scouts of the Philippines Lucena City Council, BSP
5.2 Duly accomplished Application to Attend the Training Course;
5.3 Authentic, Valid copies of the BTC Certificate of Completion;
5.4 Medical Certificates;

6. Schedule: All participants are expected to be at the training venue in time for dinner of the day before the start of the training course and leave for home after the closing ceremonies on the last day.

7. Training need: All participants are requested to come ready with the following:

7.1 At least two (2) sets of type ‘A’ Scouters uniform (shorts pants for male TUs; long pants for male OAs; skirts for females)

7.2 Enough civilian clothes for: daily wear, activities, games, casual attire for special occasion, sleeping gears, poncho, camera, laptop, references, maintenance medicines, adequate cash for incidental needs, etc.

7.3 Portable tents with ground cloth and tent fly; handy camp tools; flashlight, etc.

7.4 Other personal and optional needs.

8. Graduates of the CMT and Assistant Leader Trainers desiring to earn credits for their requirements are welcome to assist provided they are duly recommended by the CSE whose council has candidates for the training. Attached hereto is the list of the Staff Members of the different training events for your ready reference. Relative thereto, a Staff Meeting is called for to be held at the Makiling National Scout Reservation, Las Balbos, Laguna on 22 March 2019.

9. Expenses that may be incurred in connection with these training events are chargeable against MOOE and other available local funds subject to the usual budgeting and auditing rules and regulations.

10. For general information, appropriate guidance and strict compliance.

RODOLFO C. PANGILINAN
Regional Scout Director
Southern Luzon Region, BSP

DIOSDADO M. SAN ANTONIO
Director - DepED Region IV-A (CALABARZON)
Regional Chairman, STR - BSP