**AUTHORITY TO TRAVEL**
Division of Antipolo City
Antipolo City Council

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

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**Division Reference Number**

**NAME OF OFFICIAL/EMPLOYEE**

**DESIGNATION & STATION**

*(SEE ATTACHED LIST)*

**LAST NAME, FIRST NAME MI**

**DATE:** 9 May 2019

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**PURPOSE:** Attend the Advance Training Course for Outfit Advisors

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

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**PERIOD OF TRAVEL**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 May 2019</td>
<td>27 Apr 2019</td>
</tr>
</tbody>
</table>

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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 Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Php 51,000.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>Php 3,000.00</td>
</tr>
<tr>
<td>Travel Allowance</td>
<td></td>
</tr>
<tr>
<td>On Travel Time only</td>
<td></td>
</tr>
<tr>
<td>Full Allowance</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED EXPENSES</strong></td>
<td>Php 54,000.00</td>
</tr>
</tbody>
</table>

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**Requested by:**

**Funds Available for Official Business:**

- [ ] Division Fund
- [ ] LSB Fund
- [ ] Others: **Council Fund**

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**Approved:**

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

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**Noted:**

- [x] On Official Time Only
- [ ] Other Funds:

**RAQUEL E. ESGUERRA**
Accountant III

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**REMARKS:**
<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/San Roque NHS</td>
</tr>
<tr>
<td>4</td>
<td>RENATO B. PANTOJA, JR.</td>
<td>Field Scout Executive</td>
<td>Antipolo City Council/San Roque NHS</td>
</tr>
<tr>
<td>5</td>
<td>MERRY JANE SAN MARCOS</td>
<td>Council Administrator</td>
<td>Juan Sumulong ES</td>
</tr>
<tr>
<td>6</td>
<td>OLIVER A. DIZON</td>
<td>PARTICIPANT</td>
<td>Antipolo Immaculate Conception School</td>
</tr>
<tr>
<td>7</td>
<td>BLESSEY MARANAN</td>
<td>PARTICIPANT</td>
<td>Kaysakat NHS</td>
</tr>
<tr>
<td>8</td>
<td>JOSEPH BUENA</td>
<td>PARTICIPANT</td>
<td>Muntindlaw NHS</td>
</tr>
<tr>
<td>9</td>
<td>ARJEN MACABUTAS</td>
<td>PARTICIPANT</td>
<td>San Isidro NHS</td>
</tr>
</tbody>
</table>
COUNCIL MEMORANDUM
No. 005 S. 2019

TO: All District Scouting Commissioners
    All District Scouting Coordinators
    All Institutional Heads of Public and Private Schools
    All School Scouting Coordinators

SUBJECT: Advanced Training Course (Wood Badge) for Southern Tagalog and Bicol Regions

FROM: KEY-3 OFFICIALS

DATE: January 7, 2019

1. Pursuant to the 2019 Regional Calendar of Scouting Events and Observances, the STR are announcing the conduct of the following Advanced Training (Wood Badge) Courses.

<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 8-13, 2019</td>
</tr>
<tr>
<td>ATC (WB) – TL</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>April 8-14, 2019</td>
</tr>
<tr>
<td>ATC (WB) – OA</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>May 20-27, 2019</td>
</tr>
<tr>
<td>ATC for Rover Leaders (Pilot Course)</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>April 25-30, 2019</td>
</tr>
<tr>
<td>ATC (WB) – LOA</td>
<td>Mt. Makiling, Los Baños, Laguna</td>
<td>May 20-25, 2019</td>
</tr>
</tbody>
</table>

2. The conduct of these Wood Badge training courses is aimed to provide Leadership Training Skills for Kawan Leaders, Troop Leaders, Outfit Advisors, Rover Leaders, 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;
   c. Acquire competence for the active learning process in planning, development, presentation and assessment based on the World Scout Bureau.

4. Training Fee: Php 8,000.00 shall be charged each participant for meals, program materials; administrative budgetary requirements; rentals, camp fees, transportation; honoraria for resource persons, etc.
Requirements: the following must be submitted to the Council Office base on the following dates:

4.1 Individual reservation fee of Php. 4,000.00 – non-refundable but transferable (March 14, 2019);
4.2 Duly accomplished Application to Attend the Training Course (January 31, 2019);
4.3 Authentic, Valid copies of the BTC Certificate of Completion (January 31, 2019) and
4.4 Medical Certificates (March 14, 2019);

5. 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.

6. Training need: All participants are requested to come ready with the following:
   6.1 At least two (2) sets of type ‘A’ Scouters uniform (short pants for male TLs; long pants for male OAs and skirts for females)
   6.2 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.
   6.3 Portable tents with ground cloth and tent fly; handy camp tools; flashlight; etc.
   6.4 Other personal and optional needs.

7. Expenses that may be incurred in connection with these trainings are chargeable against MOOE and other available funds subjects to the usual budgeting and auditing rules and regulations.

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

ERIC G. GADON
Officer-In-Charge/CSE

DR. FERDINAND B. MILLAN, LT
Principal IV, Juan Sumulong ES
Council Chairman

DR. ROMMEL C. BAUTISTA, CESO V
City Schools Division Superintendent
Council Scout Commissioner