



DepEd – DIVISION OF QUEZON

Sitio Fort, Brgy. Talpan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

July 8, 2019

DIVISION MEMORANDUM

DM No. 167, s. 2019

RE-ORIENTATION AND CASCADING OF ISO PROCESSES

To: Assistant Schools Division Superintendents, SGOD Chief, CID Chief, Education Program Supervisors, Education Program Specialists, Public Schools District Supervisors, Division Personnel, All Others Concerned

1. The Schools Division of Quezon, in its desire to continuously improve its program and services, will hold a **RE-ORIENTATION AND CASCADING OF ISO PROCESSES** on **July 15 – 18, 2019** at the **M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City**.
2. To ensure the continuous operation of the different service units in the Division Office, the division personnel, including the Public Schools District Supervisors, are divided into two groups. The first group of participants is scheduled on July 15 – 16, 2019 while the second group is expected to participate in the activity mentioned above on July 17 – 18, 2019. (Please see attachments for two batches of participants.)
3. All Section/Unit/Office Heads in the Schools Division Office are expected to prepare their powerpoint presentation highlighting the salient points of their **DCC-REGISTERED PROCESSES**. These powerpoint presentations should be submitted to the Mr. Wilbert B. Porteza, Information Technology Officer – I not later than July 13, 2019. (Note: See attached indicative program of activities.)
4. There will be no registration fee. Foods and other training expenses will be charged to HRTD fund and travel expenses are chargeable against MOOE or local funds subject to the usual government accounting rules and regulations.
5. The participants will be provided with breakfast, morning and afternoon snacks, lunch, and dinner.
6. The participants are expected to be at the venue of the activity as early as 7:00 A.M. for the registration and breakfast.
7. Re-orientation and cascading of ISO processes will start at 8:00 A.M. sharp.
8. Immediate dissemination of this Memorandum is earnestly desired.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

qmrmem07/08/2019

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Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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UPLOADED	
Date/Time:	7-10-19
By:	CRISTELL
Ref. no.	167



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LIST OF PARTICIPANTS FOR THE RE-ORIENTATION AND CASCADING OF ISO PROCESSES Batch 1 (July 15 – 16, 2019)

NO	NAME	NO	NAME
1	Merthel M. Evardome, CESO VI	71	Hector Salivia
2	Gerlie M. Ilagan	72	Jean O. Solomon
3	Nadine C. Celindro	73	Lionel Audine
4	Buddy Chester M. Repia	74	Lucena Zeta
5	Sarah Lynn V. Diala	75	Monique Iris Uy
6	Rosalio C. Flancia	76	Paul Marvin Samson
7	Annelou V. Lavarez	77	Raymund Peñaverde
8	Arlene M. Tolentino	78	Ronald De Ramos
9	Ma. Dolores D. Atienza	79	Ronil Gilbuena
10	George D. Aguila	80	Rosalie Ibal
11	Michelle D. Pornobi	81	Rowena Villaruel
12	Susan P. Fontarum	82	Ruth Alcancia
13	Sheila E. Javen	83	Zara Jessica Duhapa
14	Ler De Rosas	84	Jee-Ann O. Borines
15	Amador A. Capinpin	85	Rachell Ann M. Alba
16	Susan Baluyot	86	Sedinuelle Y. Aguila
17	Milo Altovar	87	Alicia Gonzales
18	Angelo S. Rañese	88	Soleta Agravante
19	Michelle G. Duma	89	Aurea Gandia
20	Wennie O. Gaela	90	Avelina Jugueta
21	Famela B. Fontarum	91	Bernardo Decin

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- | | | | |
|----|----------------------------|-----|-----------------------------|
| 22 | Gemma R. Radan | 92 | Carlito Gunay |
| 23 | Aireene A. Ursabia | 93 | Jocelyn Allarey |
| 24 | Sheila Marie S. Mendoza | 94 | Carmelo Eusebio P. Altamira |
| 25 | Leovigildo V. Gaela | 95 | Catalino Porta |
| 26 | Dayanara E. Flores | 96 | Laarni Rose Gutierrez |
| 27 | Edsel P. Palmero | 97 | Celso T. Dimaculangan |
| 28 | Rodelio Esmerna | 98 | Chona Andrade |
| 29 | Norvic C. Villania | 99 | Ma. Teresita M. Abella |
| 30 | Clinton Andrew M. Evardome | 100 | Cynthia A. Marquez |
| 31 | Danica Jaranilla | 101 | Darwin L. Villaflor |
| 32 | Arnel P. Adorneo | 102 | Desideria Zafranco |
| 33 | Lorenz Roi G. Flancia | 103 | Esmeralda Tan |
| 34 | Norman S. Arenas | 104 | Marck Andro E. Bernabe |
| 35 | Carleen D. Aguila | 105 | Eutiquio Empleo |
| 36 | Ruth R. Alcancia | 106 | Faustino Parro |
| 37 | Michelle Carmela Asia | 107 | Felipe Malabaguio |
| 38 | Catherine A. Pureza | 108 | Francisco Oblea |
| 39 | Rowena S. Adalim | 109 | Helen Esternon |
| 40 | Wilbert Porteza | 110 | Isagani Matibag |
| 41 | Brandon De Mesa | 111 | Jackquelyne D. Nuyda |
| 42 | Chaenkee Chumacera | 112 | German E. Deza |
| 43 | Edwin Formalejo | 113 | Maricris Gobrador |
| 44 | France Joyce Taburdan | 114 | Arlene Coronado |
| 45 | Gladita C. Lorredo | 115 | Adeline Buenafe |
| 46 | Elizabeth M. De Villa | 116 | Connie T. Abulencia |

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- | | | | |
|----|----------------------------|-----|---------------------------------|
| 47 | Fernando T. Seño | 117 | Gilbert Alva |
| 48 | Ramir O. Arbolente | 118 | Gloria F. Magtibay |
| 49 | Noreen I. Enriquez | 119 | Arvin Zeta |
| 50 | Regina V. Marino | 120 | Therese Jeanne T. Reyes |
| 51 | Paul Clifford Marquez | 121 | Aldren B. Libranda |
| 52 | Mary Joyce P. Salamat | 122 | Maria Rafela Miguela A. Jimenez |
| 53 | Raul R. Agaran | 123 | Dessa Marie B. Dalmacion |
| 54 | Oscar R. Duma, Jr. | 124 | Hector C. Laurio |
| 55 | Juanito A. Merle | 125 | Cristell Mae Dianne D. Mangubat |
| 56 | Marbin Jeramil D. Fragata | | |
| 57 | Alma Quiambao | | |
| 58 | Edwin G. Signo, Jr. | | |
| 59 | Akimi Therese Asano | | |
| 60 | Vincent Angelo Dedace | | |
| 61 | Asuncion C. Ilaos | | |
| 62 | Joan Alejaida R. Mauhay | | |
| 63 | Marita A. Pionilla | | |
| 64 | Ronjemmele A. Rivera | | |
| 65 | Raymond Nieva | | |
| 66 | Harold O. Santos | | |
| 67 | Frank Frederick R. Laurora | | |
| 68 | Lorena S. Walangsumbat | | |
| 69 | Mercedita Lorredo | | |
| 70 | Arsenio A. Casino | | |

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LIST OF PARTICIPANTS FOR THE RE-ORIENTATION AND CASCADING OF ISO PROCESSES Batch 2 (July 17 – 18, 2019)

NO	NAME	NO	NAME
1	Merthel M. Evardome, CESO VI	71	Isidro Delos Reyes
2	Gerlie M. Ilagan	72	Laarni Gloria
3	Nadine C. Celindro	73	Liliosa R. Diasanta
4	Buddy Chester M. Repia	74	Lourdes M. Tan
5	Aloha C. Cantos	75	Luciano Ever Calumno
6	Ronaldo Merano	76	Luzviminda Buerano
7	Marissa L. Maragay	77	Maria Dylin S. Garcia
8	Joy M. Sanchez	78	Ma. Lourdes Cabanag
9	Donato Altovar	79	Maria Carla Caraan
10	Susan P. Fontarum	80	Maria Fatima Calayag
11	Sheila Javen	81	Marilyn Fermejo
12	Mercedita Lanot	82	Marina Banal
13	Apollo Salanguit	83	Mario Pablo Umali
14	Isabelita C. Cabangon	84	Rosalinda Flancia
15	Aira May C. Perez	85	Meriam Camposano
16	Epifania L. Dayahan	86	Nollan L. Santoalla
17	Roseth M. Flancia	87	Orland D. Serdon
18	Marlon L. Perez	88	Plaridel Lamos
19	Raquel O. Venzuela	89	Raquel Marcuap
20	Caren Aranilla	90	Redempta Nuevo
21	Yvannah Marie A. Ingente	91	Restituto Hernandez

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22	Bryan R. Ladines	92	Reyvi C. Faraon
23	Alexander G. Romulo	93	Ricardo Uy
24	Nicanor M. Dellosa	94	Rosaldo Adan
25	Jay Isaac Datinggaling	95	Rosario Almodiel
26	Norvic C. Villania	96	Angelito Olvida
27	Rommel T. Oczon	97	Yolanda Ayuma
28	Alegria O. Medenilla	98	Celestina M. Alba
29	Pablo L. Perida	99	Fernando T. Seño
30	Warren T. Inoy	100	Regina V. Marino
31	Marianito G. Ravina, Jr.	101	Elizabeth M. De Villa
32	Janine Pauline P. Billanes	102	Paul Clifford Marquez
33	Ameicel Hutalla	103	Mary Joyce P. Salamat
34	Czarina Gaye J. Mendiola	104	Raul R. Agaran
35	Donald Fontanosa	105	Oscar R. Duma, Jr.
36	Donald Z. Luistro	106	Marbin Jeramil D. Fragata
37	Hazel Salibio	107	Marlon Rañeses
38	Helen Coronado	108	Leonora Mopera
39	Jessica Tolenada	109	Meilani Adan
40	Leopoldo Enriquez, Jr.	110	Annabelle Empleo
41	Lorena G. Abdon	111	Jessie Quesea
42	Ma. Elvira G. Carimpong	112	Lea M. Abejo
43	Marichelle Lu	113	Bernadeth Placino
44	Mary Gold De Chavez	114	Sherwin Peñamora
45	Mary Grace Ranas	115	Joan Alejaida R. Mauhay
46	Maychelle A. Te	116	Lorena S. Walangsumbat

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- | | | | |
|----|---------------------------|-----|----------------------------|
| 47 | Mildred Glorioso | 117 | Michelle G. Duma |
| 48 | Monette Abrigo | 118 | Asuncion C. Ilao |
| 49 | Noeme Ferrancullo | 119 | Ramir O. Arbolente |
| 50 | Reivall Valiente | 120 | Leonora Mopera |
| 51 | Rowena Obien | 121 | Gilbert Alva |
| 52 | Sharon I. Obordo | 122 | Ma. Gloria B. Cantos |
| 53 | Z-Ann Leah B. Zulueta | 123 | Christian Louie A. Solomon |
| 54 | Franz Christian N. Prieto | 124 | Maricel A. Fortaleza |
| 55 | Anicia P. Lorica | 125 | Maylene G. Bacus |
| 56 | Noranda C. Delos Santos | 126 | Richard E. Vedario |
| 57 | Carolina T. Zaracena | | |
| 58 | Ananias Aguinas | | |
| 59 | Rejulios M. Villenes | | |
| 60 | Maria Cherry Manongsong | | |
| 61 | Clarissa G. Casana | | |
| 62 | Arcelita Grace Geroza | | |
| 63 | Joseph E. Jarasa | | |
| 64 | Crispulo C. Ayala | | |
| 65 | Ronjermelle A. Rivera | | |
| 66 | Jee-Ann O. Borines | | |
| 67 | Catherine A. Pureza | | |
| 68 | Jeffrey E. Maaño | | |
| 69 | Wilbert B. Porteza | | |
| 70 | Maria Dolores D. Atienza | | |

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FLOW OF THE RE-ORIENTATION AND CASCADING OF ISO PROCESSES

July 15, 2019/July 17, 2019	
7:00 – 8:00	Registration
8:00 – 9:00	Opening Program
9:00 – 10:00	Quality Mission/Quality Policy/ Office Rules and Regulations (Office of the Schools Division Superintendent)
10:00 – 10:20	Coffee Break
10:20 – 11:20	ASDS Processes
11:20 – 12:00	Accounting Section Processes
12:00 – 1:00	Lunch Break
1:00 – 1:30	Administrative/General Services Processes
1:30 – 2:00	Budget Section Processes
2:30 – 3:00	Cash Section Processes
3:00 – 3:30	CID Processes
3:30 – 4:00	ICT Section Processes
4:00 – 4:30	Risk Management Committee Processes
4:30 – 5:00	Announcements
July 16, 2019/July 18, 2019	
8:00 – 9:00	Planning and Research Section Processes
9:00 – 9:30	School Health Section Processes
9:30 – 10:00	HRTD/Education and Training Committee Processes
10:00 – 10:30	Social Mobilization and Networking Section Processes
10:30 – 11:00	Testing and IQA Processes
11:00 – 11:30	School Monitoring and Evaluation Section Processes

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11:30 – 12:00	QMR Processes
12:00 – 1:00	Lunch Break
1:00 – 1:30	Education and Facilities Section Processes
1:30 – 2:00	Legal Section Processes
2:30 – 3:00	Library Hub Processes
3:00 – 3:30	LRMDC/ DCC Processes
3:30 – 4:00	Personnel Section Processes
4:00 – 4:30	Record Section Processes
4:30 – 5:00	Supply Section Processes

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AUTHORITY TO TRAVEL

(within Division and CALABARZON – for SDO Personnel use)

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

1	Merthel M. Evardome, CESO VI	23	Hector Salivia
2	Gerlie M. Ilagan	24	Jean O. Solomon
3	Nadine C. Celindro	25	Lionel Audine
4	Buddy Chester M. Repia	26	Lucena Zeta
5	Sarah Lynn V. Diala	27	Monique Iris Uy
6	Rosalio C. Flancia	28	Paul Marvin Samson
7	Annelou V. Lavarez	29	Raymund Peñaverde
8	Arlene M. Tolentino	30	Ronald De Ramos
9	Ma. Dolores D. Atienza	31	Ronil Gilbuena
10	George D. Aguila	32	Rosalie Ibal
11	Michelle D. Pornobi	33	Rowena Villaruel
12	Susan P. Fontarum	34	Ruth Alcancia
13	Sheila E. Javen	35	Zara Jessica Duhapa
14	Ler De Rosas	36	Jee-Ann O. Borines
15	Amador A. Capinpin	37	Rachell Ann M. Alba
16	Susan Baluyot	38	Sedinuelle Y. Aguila
17	Milo Altovar	39	Laarni Rose Gutierrez
18	Angelo S. Rañese	40	Ma. Teresita M. Abella
19	Michelle G. Duma	41	Marck Andro E. Bernabe
20	Wennie O. Gaela	42	Jackquelyne D. Nuyda
21	Famela B. Fontarum	43	German E. Deza
22	Gemma R. Radan	44	Maricris Gobrador

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46	Sheila Marie S. Mendoza	71	Adeline Buenafe
47	Leovigildo V. Gaela	72	Connie T. Abulencia
48	Dayanara E. Flores	73	Gilbert Alva
49	Edsel P. Palmero	74	Gloria F. Magtibay
50	Rodelio Esmerna	75	Arvin Zeta
51	Norvic C. Villania	76	Therese Jeanne T. Reyes
52	Clinton Andrew M. Evardome	77	Aldren B. Libranda
53	Danica Jaranilla	78	Maria Rafela Miguela A. Jimenez
54	Arnel P. Adorneo	79	Dessa Marie B. Dalmacion
55	Lorenz Roi G. Flancia	80	Hector C. Laurio
56	Norman S. Arenas	81	Cristell Mae Dianne D. Mangubat
57	Carleen D. Aguila	82	Ronnjemmele A. Rivera
58	Ruth R. Alcancia	83	Raymond Nieva
59	Michelle Carmela Asia	84	Harold O. Santos
60	Catherine A. Pureza	85	Frank Frederick R. Laurora
61	Rowena S. Adalim	86	Lorena S. Walangsumbat
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63	Brandon De Mesa	88	Asuncion C. Ilao
64	Chaenkee Chumacera	89	Joan Alejaida R. Mauhay
65	Edwin Formalejo	90	Marita A. Pionilla
66	France Joyce Taburdan	91	Edwin G. Signo, Jr.
67	Gladita C. Lorredo	92	Akimi Therese Asano
68	Elizabeth M. De Villa	93	Vincent Angelo Dedace
69	Fernando T. Seño	94	Alma Quiambao

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| 97 | Regina V. Marino | 102 | Raul R. Agaran |
| 98 | Paul Clifford Marquez | 103 | Oscar R. Duma, Jr. |
| 99 | Juanito A. Merle | 104 | Marbin Jeramil D. Fragata |

PURPOSE: To attend the re-orientation and cascading of ISO processes

DESTINATION: M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City

PERIOD OF TRAVEL: July 15 – 16, 2019

TRAVEL IS ON:

- Official Business
 - Cash Advance
 - Reimbursement
- Official Time
(NO EXPENSE to be incurred by the Division Office/School)

SOURCE OF FUND:

(Specify the source of fund if on Official Business)

- Division Fund
- LSB Fund
- Others (Pls. specify)

REQUESTED BY:

For:
ELIZABETH M. DE VILLA
(SGOD Chief)

RECOMMENDING APPROVAL:

GERLIE M. ILAGAN
(ASDS In-Charge)

APPROVED BY:

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

REMARKS (IF ANY):

N/A





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3	Nadine C. Celindro	25	Regina V. Marino
4	Buddy Chester M. Repia	26	Elizabeth M. De Villa
5	Aloha C. Cantos	27	Paul Clifford Marquez
6	Ronaldo Merano	28	Mary Joyce P. Salamat
7	Marissa L. Maragay	29	Raul R. Agaran
8	Joy M. Sanchez	30	Oscar R. Duma, Jr.
9	Donato Altovar	31	Marbin Jeramil D. Fragata
10	Susan P. Fontarum	32	Lea M. Abejo
11	Sheila Javen	33	Bernadeth Placino
12	Mercedita Lanot	34	Sherwin Peñamora
13	Apollo Salanguit	35	Joan Alejaida R. Mauhay
14	Isabelita C. Cabangon	36	Lorena S. Walangsumbat
15	Aira May C. Perez	37	Michelle G. Duma
16	Epifania L. Dayahan	38	Lorena G. Abdon
17	Roseth M. Flancia	39	Ma. Elvira G. Carimpong
18	Marlon L. Perez	40	Marichelle Lu
19	Raquel O. Venezuela	41	Mary Gold De Chavez
20	Caren Aranilla	42	Mary Grace Ranas
21	Yvannah Marie A. Ingente	43	Maychelle A. Te
22	Bryan R. Ladines	44	Mildred Glorioso

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Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

- | | | | |
|----|----------------------------|----|----------------------------|
| 45 | Alexander G. Romulo | 70 | Asuncion C. Ilao |
| 46 | Nicanor M. Dellosa | 71 | Ramir O. Arbolente |
| 47 | Jay Isaac Datinggaling | 72 | Leonora Mopera |
| 48 | Norvic C. Villania | 73 | Gilbert Alva |
| 49 | Rommel T. Oczon | 74 | Ma. Gloria B. Cantos |
| 50 | Alegria O. Medenilla | 75 | Christian Louie A. Solomon |
| 51 | Pablo L. Perida | 76 | Maricel A. Fortaleza |
| 52 | Warren T. Inoy | 77 | Maylene G. Bacus |
| 53 | Marianito G. Ravina, Jr. | 78 | Richard E. Vedario |
| 54 | Janine Pauline P. Billanes | 79 | Clarissa G. Casana |
| 55 | Ameicel Hutalla | 80 | Arcelita Grace Geroza |
| 56 | Czarina Gaye J. Mendiola | 81 | Joseph E. Jarasa |
| 57 | Donald Fontanosa | 82 | Crispulo C. Ayala |
| 58 | Donald Z. Luistro | 83 | Ronnjemmelle A. Rivera |
| 59 | Hazel Salibio | 84 | Jee-Ann O. Borines |
| 60 | Helen Coronado | 85 | Catherine A. Pureza |
| 61 | Jessica Tolenada | 86 | Jeffrey E. Maaño |
| 62 | Leopoldo Enriquez, Jr. | 87 | Wilbert B. Porteza |
| 63 | Monette Abrigo | 88 | Maria Dolores D. Atienza |
| 64 | Noeme Ferrancullo | 89 | Noranda C. Delos Santos |
| 65 | Reivall Valiente | 90 | Carolina T. Zaracena |
| 66 | Rowena Obien | 91 | Ananias Aguinias |
| 67 | Sharon I. Obordo | 92 | Rejulios M. Villenes |
| 68 | Z-Ann Leah B. Zulueta | 93 | Maria Cherry Manongsong |
| 69 | Franz Christian N. Prieto | | |

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Registration Number:
QAC/R63/0216

PURPOSE: To attend the re-orientation and cascading of ISO processes

DESTINATION: M.I. Sevilla's Farm & Resort, Domoit, Lucena City.

PERIOD OF TRAVEL: July 17 – 18, 2019

TRAVEL IS ON:

- 1. Official Business
 - Cash Advance
 - Reimbursement
- 2. Official Time
(NO EXPENSE to be incurred by the Division Office/School)

SOURCE OF FUND:

(Specify the source of fund if on Official Business)

- Division Fund
- LSB Fund
- Others (Pls. specify)

REQUESTED BY:

For: [Signature]
ELIZABETH M. DE VILLA
(SGOD Chief)

RECOMMENDING APPROVAL:

[Signature]
GERLIE M. ILAGAN
(ASDS In-Charge)

APPROVED BY:

[Signature]

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

REMARKS (IF ANY):

N/A





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AUTHORITY TO TRAVEL (within the Division – for Field Office use)

Document Tracking No.: [Click or tap here to enter text.](#)

Date: July 10, 2019

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

1	Isidro Delos Reyes	PSDS
2	Laarni Gloria	PSDS
3	Liliosa R. Diasanta	PSDS
4	Lourdes M. Tan	PSDS
5	Luciano Ever Calumno	PSDS
6	Luzviminda Buerano	PSDS
7	Maria Dylin S. Garcia	PSDS
8	Ma. Lourdes Cabanag	PSDS
9	Maria Carla Caraan	PSDS
10	Maria Fatima Calayag	PSDS
11	Marilyn Fermejo	PSDS
12	Marina Banal	PSDS
13	Mario Pablo Umali	PSDS
14	Rosalinda Flancia	PSDS
15	Meriam Camposano	PSDS
16	Nollan L. Santoalla	PSDS
17	Orland D. Serdon	PSDS
18	Plaridel Lamos	PSDS
19	Raquel Marcuap	PSDS
20	Redempta Nuevo	PSDS
21	Restituto Hernandez	PSDS
22	Reyvi C. Faraon	PSDS
23	Ricardo Uy	PSDS
24	Rosaldo Adan	PSDS
25	Rosario Almodiel	PSDS
26	Angelito Olvida	PSDS
27	Yolanda Ayuma	PSDS
28	Marlon Rañeses	PSDS
29	Leonora Mopera	PSDS
30	Meilani Adan	PSDS
31	Annabelle Empleo	PSDS

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Registration Number:
QAC/R63/0216

32 Jessie Quesea

PSDS

PURPOSE: To attend the re-orientation and cascading of ISO processes

DESTINATION: M.I. Sevilla's Farm & Resort, Brgy. Domoit, Lucena City

PERIOD OF TRAVEL: July 17 – 18, 2019

TRAVEL IS ON:

- Official Business
 - Cash Advance
 - Reimbursement
- Official Time

(NO EXPENSE to be incurred by the Division Office/School)

SOURCE OF FUND:

(if on Official Business)

- Division Fund
- LSB Fund
- School MOOE
- Others (Pls. specify)

ESTIMATED EXPENSE/S:

- Registration Fee: enter text.
- Transportation: enter text.
- Travel Allowance: enter text.
- On Travel Time only
- Full Allowance

TOTAL ESTIMATED EXPENSES: type here.

REQUESTED BY:

For:
ELIZABETH M. DE VILLA
(SGOD Chief)

RECOMMENDING APPROVAL:

N.A.
(PSDS)

APPROVED BY:

GERLIE M. ILAGAN
ASDS In-Charge

REMARKS (IF ANY):

N/A





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Registration Number:
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AUTHORITY TO TRAVEL

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Document Tracking No.: [Click or tap here to enter text.](#)

Date: July 10, 2019

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

1	Alicia Gonzales	PSDS
2	Soleta Agravante	PSDS
3	Aurea Gandia	PSDS
4	Avelina Jugueta	PSDS
5	Bernardo Decin	PSDS
6	Carlito Gunay	PSDS
7	Jocelyn Allarey	PSDS
8	Carmelo Eusebio P. Altamira	PSDS
9	Catalino Porta	PSDS
10	Arsenio A. Casino	OIC-PSDS
11	Celso T. Dimaculangan	PSDS
12	Chona Andrade	PSDS
13	Cynthia A. Marquez	PSDS
14	Darwin L. Villaflor	PSDS
15	Desideria Zafranco	PSDS
16	Esmeralda Tan	PSDS
17	Eutiquio Empleo	PSDS
18	Faustino Parro	PSDS
19	Felipe Malabaguio	PSDS
20	Francisco Oblea	PSDS
21	Helen Esternon	PSDS
22	Isagani Matibag	PSDS

PURPOSE: To attend the re-orientation and cascading of ISO processes

DESTINATION: M.I. Sevilla's Farm & Resort, Brgy. Domoit, Lucena City

PERIOD OF TRAVEL: July 15 – 16, 2019

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Email address: quezon@deped.gov.ph

Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

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TRAVEL IS ON:

- Official Business
 - Cash Advance
 - Reimbursement
- Official Time

(NO EXPENSE to be incurred by the Division Office/School)

SOURCE OF FUND:

(if on Official Business)

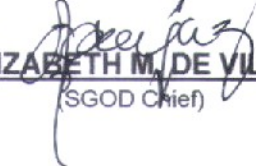
- Division Fund
- LSB Fund
- School MOOE
- Others (Pls. specify)

ESTIMATED EXPENSE/S:

- Registration Fee: enter text.
- Transportation: enter text.
- Travel Allowance: enter text.
 - On Travel Time only
 - Full Allowance

TOTAL ESTIMATED EXPENSES: type here.

REQUESTED BY:

Pos: 
ELIZABETH M. DE VILLA
 (SGOD Chief)

RECOMMENDING APPROVAL:

N.A.
(PSDS)

APPROVED BY:


GERLIE M. ILAGAN
 ASDS In-Charge

REMARKS (IF ANY):

N/A

