



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



Unnumbered Memorandum
UM No. 350 s 2017

TO : Assistant Schools Division Superintendents
SGOD/CID Chief
SGOD/CID/SDS Personnel Concerned
Section Heads

FROM : 
MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

SUBJECT: System Documentation Training

DATE : December 27, 2017

In line with the DepEd Quezon's Continuous Improvement Program dubbed as **Project LIGHTS** (Leading Individuals to the Greater Heights of Teamwork and Success), you are enjoined to attend a Training on System Documentation at Naimas Ilocos Baguet, Lucena City on January 3, 2018.

The registration will start at 7:00 AM and the training proper will begin at exactly 8:00 AM and will end at 5:00 PM.

Related expenses of the participants such as meals will be charged against the HRTD Fund while traveling and other allowable expenses shall be charged against the MOOE/local funds subject to the usual auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

DEPED QUEZON ICT
UPLOADER Gian
DATE 12-28-17 TIME 9:12
REFERENCE NO: UM350 17

Bawat bata kinakalinga!






Division of Quezon
AUTHORITY TO TRAVEL

DOCUMENT TRACKING NO.

DATE:

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NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
Gerlie M. Ilagan	Asst. ASDS
Nadine C. Celindro	Asst. ASDS
Juan R. Araojo, Jr.	Asst. ASDS
Maria Dolores D. Atienza	Administrative Officer V
George D. Aguila	Administrative Officer IV
Shiela E. Javen	Administrative Officer IV
Isabelita C. Cabangon	Administrative Officer IV
Angelo S. Raneses	Administrative Aide VI
Amador V. Capinpin	Senior Administrative Assistant I
Wennie O. Gaeta	Administrative Officer IV
Susan P. Fontarum	Accountant III
Catherine A. Pureza	Administrative Officer V
Wilbert B. Porteza	Information Technology Officer I
Joan Alejandra R. Maunay	Education Program Supervisor
Asuncion C. Ilao	Education Program Supervisor
Jee-Ann O. Borines	Education Program Supervisor
Ronnjemelle A. Rivera	Librarian II
Elizabeth M. de Villa	SGOD Chief
Fernando T. Seno	Education Program Supervisor (SGOD)
Ramir O. Arbolente	Engineer III
Regina V. Marino	Senior Education Program Specialist
Paul Clifford Ramirez	Education Program Specialist II
Mary Joyce Salamat	Project Development Officer II
Raul R. Agaran	Senior Education Program Specialist
Oscar R. Duma, Jr.	Education Program Specialist II
Juanito A. Merle	Senior Education Program Specialist
Marbin Jeramil D. Fragat	Planning Officer III
Maria Rosario C. Camilan	Dentist-In-Charge
PURPOSE: To participate in System Documentation Training	
DESTINATION: Naimas Ilocos Bagnet, Lucena City	
PERIOD OF TRAVEL	FROM 3 January TO 3 January 2018
Please Check:	Estimated Expense
1. <input checked="" type="checkbox"/> Official Business	Registration Fee Php _____
<input type="checkbox"/> Cash Advance	Transportation _____
<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 _____
	TOTAL ESTIMATED EXPENSES Php _____
Requested by:	Recommending Approval:
 JUANITO A. MERLE SEPS for Planning and Research	 NADINE C. CELINDRO Assistant Schools Division Superintendent
	Approved:  MERTHEL M. EVARDOME, CESO VI Schools Division Superintendent