



DepEd – DIVISION OF QUEZON

Sito For, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

AUTHORITY TO TRAVEL

(outside the Division and within CALABARZON – for Field Office use)

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Date: December 4, 2018

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

1	Rhoda Babiera	T-I	Real CS
2	Judith Raymundo	SPET-I	Sampaloc CS
3	Josephine Josef	T-I	Lusacan ES
4	Elizabeth Ursolino	T-III	Perez CS
5	Jay Ian Alpay	T-I	Alabat CS
6	Cristina F. Magpantay	T-I	Dagatan NHS
7	Mildred Villamayor	HT-III	Mauban North
8	Maria Aiza De Rosales	SPET I	Tiaong I

PURPOSE: to attend the Regional Training on Braille and Sign Language

DESTINATION: Development Academy of the Philippines, Tagaytay City

PERIOD OF TRAVEL: December 10-14, 2018

TRAVEL IS ON:

- Official Business
 - Cash Advance
 - Reimbursement
- Official Time

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

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:

JOAN ALEJAIDA R. MAUHAY
 Education Program Supervisor

RECOMMENDING APPROVAL:

NADINE C. CELINDRO
 Assistants Schools Division Superintendent

APPROVED BY:

MERTHEL M. EVRADOME, CESO VI
 Schools Division Superintendent

REMARKS (IF ANY):

DEPEDQUEZON-TM-SDS-04-008-003

Email address: quezon@deped.gov.ph

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

Cell No: 09175824629

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



TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : REGIONAL TRAINING ON BRAILLE AND SIGN LANGUAGE

DATE : November 26, 2018

- The Department of Education Region IV-A CALABARZON, through the Curriculum and Learning Management Division (CLMD) will conduct its Regional Training on Braille and Sign Language on December 10-14, 2018 at Development Academy of the Philippines (DAP), Tagaytay City.
- The objective of this training is to equip the key teachers and select school heads, public schools district supervisors and education program supervisors on the basic sign language and braille reading and writing to ensure the effective implementation of Inclusive Education in the entire region.
- The following are the number of participants per division:

Division	Braille Reading and Writing/Sign Language	
	Key Teachers	SH/ PSDS/EPS
Cavite Province	5	2
Cavite City	1	1
Bacoor City	1	1
Dasmariñas City	2	1
General Trias	1	1
Imus City	2	1
Laguna Prov	5	2
Binan City	1	1
Cabuyao City	1	1
Calamba City	2	2
Sta. Rosa City	1	1

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Calamba City	2	2
Sta. Rosa City	1	1
San Pablo City	1	1
Batangas Prov	4	2
Batangas City	2	1
Lipa City	1	1
Tanauan City	1	1
Rizal Province	5	2
Antipolo City	2	2
Quezon Prov	5	2
Lucena City	1	1
Tayabas City	1	1
RTWG/Facilitators		12

4. The following are the list of focal persons and facilitators.

Focal Persons	Braille Reading/Writing	Sign Language
		Joan Mauhay
Facilitators	Maribeth De Dios	Adora Del Mundo
	Michelle Lesondato	Lina Paraducho
	Jennifer Polo	Edgar Durana
	Rona Manongsong	Connie Manaig
	Maria Aiza De Rosales	Jocelyn Olave
	Benilda Ativo	Marlin Villiones

5. The facilitators and the regional staff are expected to be at the venue on Day 1 at 8:00 am and the participants should arrive before the opening program in the afternoon. First meal to be served for the participants is Lunch and the last day meal is Lunch.
6. Travel expenses of the facilitators and participants shall be charged against the local funds subject to the usual accounting/auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.