



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

AUTHORITY TO TRAVEL

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

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

Date: December 4, 2018

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

| | | | |
|----|-------------------------|--------|---------------------|
| 1 | María Roselle Paderes | SPET I | PEL-I |
| 2 | Shermand Roda | SPET-I | San Antonio CS |
| 3 | Mylene Cosico | MT-II | CES-Main |
| 4 | Decie Marie Ballesteros | SPET-I | Catanauan CS |
| 5 | Anabelle Macatiag | T-II | Quezon CS |
| 6 | Stella Castilla | P-III | Mauban North CS |
| 7 | Liza Morales | HT-III | Gumaca East |
| 8 | Luningning Maderazo | P-I | Sta. Catalina Norte |
| 9 | Redempta Nuevo | PSDS | Tiaong II |
| 10 | María Carla Caraan | PSDS | Mulanay II |

PURPOSE: to attend the Regional Training on Psychoeducational Assessment and Orientation on Transition Curriculum for Learners with Special Needs

DESTINATION: Development Academy of the Philippines, Tagaytay City

PERIOD OF TRAVEL: December 11-13, 2018

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:

JOAN ALEJANDA R. MAUHAY
Education Program Supervisor

RECOMMENDING APPROVAL:

NADINE C. CELINDRO
Assistants Schools Division Superintendent

APPROVED BY:

MERTHEL M. EVRADOME, CESO VI
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-008-003

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By: Rommel

Ref. no. 104





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 A

SUBJECT : REGIONAL TRAINING ON PSYCHOEDUCATIONAL ASSESSMENT AND ORIENTATION ON TRANSITION CURRICULUM FOR LEARNERS WITH SPECIAL NEEDS

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 Psychoeducational Assessment and Orientation on Transition Curriculum for Learners with Special Needs on December 11-13, 2018 at the Development Academy of the Philippines (DAP), Tagaytay City.
- The objective of this training is to orient all SPED key teachers and coordinators together with the select school heads and education program supervisors on psychoeducational assessment and transition curriculum for learners with special needs.
- The following are the number of participants per division and the focal persons:

| Division | No. of Participants | | | Focal Persons |
|-----------------|---------------------|--------------|----------|---|
| | Key Teachers | School Heads | PSDS/EPS | |
| Cavite Province | 5 | 3 | 2 | Maribel Mina (Sta. Rosa City) Rhea Bilbes (Binan City) |
| Cavite City | 3 | 1 | 2 | |
| Bacoor City | 3 | 1 | 2 | |
| Dasmariñas City | 3 | 1 | 2 | |
| General Trias | 2 | 1 | 2 | |
| Imus City | 2 | 1 | 2 | |
| Laguna Prov | 5 | 3 | 2 | |
| Binan City | 2 | 1 | 2 | |
| Cabuyao City | 2 | 1 | 2 | |

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|-------------------|---|---|---|--------------------------------------|
| Calamba City | 3 | 1 | 2 | Mildred Galleno (Tayabas City) |
| Sta. Rosa City | 2 | 1 | 2 | |
| San Pablo City | 3 | 1 | 2 | |
| Batangas Prov | 5 | 3 | 2 | |
| Batangas City | 3 | 1 | 2 | |
| Lipa City | 3 | 1 | 2 | |
| Tanauan City | 2 | 1 | 2 | |
| Rizal Province | 5 | 3 | 2 | |
| Antipolo City | 3 | 2 | 2 | |
| Quezon Prov | 5 | 3 | 2 | |
| Lucena City | 2 | 1 | 2 | |
| Tayabas City | 2 | 1 | 2 | |
| RTWG | | 2 | | |
| Resource Speakers | | 2 | | |
| Focal Persons | | 3 | | |

4. The participants are requested to bring their localized assessment tools which are currently use in their respective divisions.
5. The participants should arrive before the opening program at 10:00 am. First meal to be served is AM Snacks and the last day meal is Lunch.
6. Travel expenses of the focal persons 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.