



Republic of the Philippines
Department of Education
Region VI-Western Visayas

SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



AUTHORITY TO TRAVEL

CONTROL NO:

14252

REGION VI -WESTERN VISAYAS
BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

Date of Filing: October 25, 2019

NAME

Position/Designation

Permanent Station

1. ARCHY MAR P. AGUILAR

T-I

Bugtong ES

Purpose of Travel

To attend the National Training of Trainers (NTOT) on Personal Financial Management Program

**Activity Organized/
Sponsored By**

DepEd BHROD-EWD

Period Covered

November 18-22, 2019

Please Check

Official Business

Official Time

Venue/Destination

Ecotech Center, Cebu City

Expenses Covered

(subject to the usual accounting and auditing rules and regulations)

**Fund Source
(Pap Code/...)**

School MOOE/Local Funds/EWD Fund (2019 OPDNSP)

Recommending Approval:

Approved:


PETER J. GALIMBA

Asst. Schools Division Superintendent


PORTIA M. MALLORCA, CESO V

Schools Division Superintendent

Date: _____

Date: _____



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan



Tel. No. (034) 4710-192

E-mail:

kabankalan.city001@deped.gov.ph

This is to endorse **ARCHY MAR P. AGUILAR, T-I, BUGTONG ES**, to attend the National Training of Trainers on Personal Financial Management Program on November 19 - 21, 2019 at Ecotech Center, Cebu City.

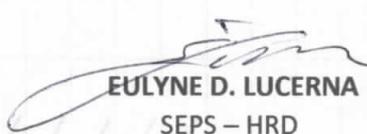
DIVISION PERFORMANCE MANAGEMENT TEAM


PETER J. GALIMBA
OIC – ASDS

BERNADIN T. BENDO
EPS, CID-OIC


CECILIA G. ABELLO
Chief, SGOD

ARNOLD S. MAGDAET
AO – V


EULYNE D. LUCERNA
SEPS – HRD

REGIONAL MEMORANDUM
No. _____, s. 2019

TO: Schools Division Superintendents

FROM: MA. GEMMA M. LEDESMA, CESO V
Regional Director

SUBJECT: *National Training of Trainers on Personal Financial Management Program*

DATE: 24 October 2019

1. The Department of Education through the Bureau of Human Resource and Organizational Development - Employee Welfare Division (EWD), will conduct the **National Training of Trainers (NTOT) on Personal Financial Management Program** on **November 19-21, 2019 (exclusive of travel time)** at **Ecotech Center, Cebu**.

2. Each Division shall send one (1) participant to the said activity except for Escalante City and Iloilo City (Ivy Joy Torres and Gilda Gulmatico as national trainers, respectively) who:

- a. Has experience in mass training/roll out of training;
- b. Must be available and willing to conduct seminars in other Regions and Divisions should the EWD needs additional Resource Speakers;
- c. In case the participant is a teacher, he/she must be a Master Teacher;
- d. Must be financially credible and stable.

3. Participants are requested to be at the training venue on Day 0. First meal to be served on Day 0 is Lunch while last meal will be lunch on Day 4. Participants are also requested to bring their own laptop and extension cords. Kindly submit name of participant

4. Kindly submit the name of your participant to region6.hrdd@deped.gov.ph.

5. Board and lodging of the participants shall be charged against EWD fund (2019 OPDNSP) subject to the usual accounting and auditing rules and regulations while transportation and other related expenses shall be charged against local funds.

6. For your clarifications and concerns, please contact Ms. Marge Latosa through office number (02) 633-7229/635-3760 or email margery.latos@deped.gov.ph.

7. For your proper action.