



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:

REGION VI -WESTERN VISAYAS  
BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

14295

**Date of Filing:** November 4, 2019

NAME	Position/Designation	Permanent Station
1. MARY QUEENIE R. SAMAR	T-I	Oringao ES
2. MAY L. BEATO	T-I	Oringao ES
<b>Purpose of Travel</b>	To attend the Basic Center Management Training	
<b>Activity Organized/ Sponsored By</b>		
<b>Period Covered (Inclusive of Travel Time)</b>	November 6-8, 2019	
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
<b>Venue/Destination</b>	DICT Neg. Occ. Provincial Field Office, Aguinaldo St., Bacolod City	
<b>Expenses Covered</b>	(subject to the usual accounting and auditing rules and regulations)	
<b>Fund Source (Pap Code/...)</b>	School MOOE	

**Recommending Approval:****Approved:**PETER J. GALIMBA

Asst. Schools Division Superintendent

Date: \_\_\_\_\_

PORTIA M. MALLORCA, CESO V

Schools Division Superintendent

Date: \_\_\_\_\_



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

October 18, 2019

**DENROSE L. ENTIERRO**

Principal I  
Oringao Elementary School  
Kabankalan City, Negros Occidental

**Dear Sir Entierro:**

Greetings!

The Department of Information and Communications Technology (DICT) is grateful to your office for supporting our TECH4ED Project and entering into a momentous partnership with us.

We appreciate your aspiration to address the country's digital divide through providing digital education and opportunities to your division office.

In line with this, we would like to inform you that we will conduct a **Basic Center Management Training on November 6-8, 2019** at **DICT Negros Occidental Provincial Field Office, Aguinaldo St., Bacolod City**. This will be attended by personnel who will administer the daily operations of the centers. Hence we are requesting you to send your two (2) concerned personnel for this training. Once the centers have been prepared and are ready for operation, we require all center managers to undergo training with us in order to be familiarized not just with the Tech4ED platform and its content, but also to be knowledgeable on how to handle the daily operations and other related activities of the center.

We are excited to work with you and we guarantee that we will provide appropriate guidance to your office as we go about the implementation of the project. Should there be any concern, DICT will always be pleased to answer your queries.

Looking forward to more engagements!

Kind regards,

**ROMEO U. TOME**  
ITO II/ Provincial Officer