





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



<b><u>AUTHORITY TO TRAVEL</u></b>		CONTROL NO:
REGION VI -WESTERN VISAYAS BUREAU/DIVISION/SCHOOL: SDO Kabankalan City		14483
<b>Date of Filing:</b>	December 12, 2019	
<b>NAME</b>	<b>Position/Designation</b>	<b>Permanent Station</b>
AL VILLANUEVA	T-II	Binicuil NHS-SHS
<b>Purpose of Travel</b>	To attend the Office 365 Empowerment Training-Workshops for Senior High School Teachers (Cluster 4)	
<b>Activity Organized/ Sponsored By</b>		
<b>Period Covered</b>	December 16-21, 2019	
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
<b>Venue/Destination</b>	The Forest Park Resort, St. Francis Village, Brgy. Taculing, Bacolod City	
<b>Expenses Covered</b>	(subject to the usual accounting and auditing rules and regulations)	
<b>Fund Source (Pap Code/...)</b>	Downloaded funds to RO charged against DCP 2018 Funds	
<b>Recommending Approval:</b>	<b>Approved:</b>	
 _____ ROSSLYN D. MABASA Principal I	 _____ PORTIA M. MALLORCA, PhD, CESO V Schools Division Superintendent	
Date: _____	Date: _____	



Republic of the Philippines  
 Department of Education  
 Region VI-Western Visayas  
 Schools Division Office of Kabankalan City  
**FLORENTINO GALANG SR. NATIONAL HIGH SCHOOL**  
 Barangay Oringao, Kabankalan City, Negros Occidental  
 Tel. No. (034) 445-5662 • (034) 445-5678

**AUTHORITY TO TRAVEL**

CONTROL NO:

14480

REGION VI -WESTERN VISAYAS  
 BUREAU/DIVISION/SCHOOL:

Florentino Galang Sr. NHS

**Date of Filing:** December 13, 2019

NAME	Position/Designation	Permanent Station
1. DAVE B. ENTIERRO	SST I	Florentino Galang Sr. NHS
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

<b>Purpose of Travel</b>	To attend the Office 365 Empowerment Training-Workshops for Senior High School Teachers (Cluster 4)
<b>Activity Organized/ Sponsored By</b>	Dep.Ed Information and Communications Technology Service
<b>Period Covered (Exclusive of Travel Time)</b>	Dec. 17-20, 2019
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
<b>Venue/Destination</b>	The Forest Park Resort, St. Francis Village, Taculing, Bacolod City.
<b>Expenses Covered</b>	(subject to the usual accounting and auditing rules and regulations)
<b>Fund Source (Pap Code/...)</b>	School MOOE/Local Fund

<p><b>Recommending Approval:</b></p> <p style="text-align: center;">  <b>JOLLY G. GARIANDO, JR.</b>          Principal I</p> <p>Date: _____</p>	<p><b>Approved:</b></p> <p style="text-align: center;">  <b>PORTIA M. MALLORCA, Ph.D., CESO V</b>          Schools Division Superintendent</p> <p>Date: _____</p>
---	---



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



<b><u>AUTHORITY TO TRAVEL</u></b>			CONTROL NO:
REGION VI -WESTERN VISAYAS		14481	
BUREAU/DIVISION/SCHOOL: SDO Kabankalan City			
<b>Date of Filing:</b>	December 12, 2019		
<b>NAME</b>	<b>Position/Designation</b>	<b>Permanent Station</b>	
KAREN GRACE IDQUILA	T-II	Tapi NHS-SHS	
<b>Purpose of Travel</b>	To attend the Office 365 Empowerment Training-Workshops for Senior High School Teachers (Cluster 4)		
<b>Activity Organized/ Sponsored By</b>			
<b>Period Covered</b>	December 16-21, 2019		
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <span style="margin-left: 200px;"><input type="checkbox"/> Official Time</span>		
<b>Venue/Destination</b>	The Forest Park Resort, St. Francis Village, Brgy. Taculing, Bacolod City		
<b>Expenses Covered</b>	(subject to the usual accounting and auditing rules and regulations)		
<b>Fund Source (Pap Code/...)</b>	Downloaded funds to RO charged against DCP 2018 Funds		
<b>Recommending Approval:</b>		<b>Approved:</b>	
 <b>JULIUS S. ONGALON</b> Principal I		 <b>PORTIA M. MALLORCA, PhD, CESO V</b> Schools Division Superintendent	
Date: _____		Date: _____	



Republic of the Philippines  
**Department of Education**  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
Pasig City, Philippines

---

*Office of the Director*

## ADVISORY

Date: December 11, 2019

For: **Regional Directors of Regions VI and X**  
**Schools Division Superintendents**  
**All Others Concerned**

From: **ABRAM Y.C. ABANIL**  
Director IV

Subject: **ADVISORY ON FINAL DATES AND VENUE OF OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR SENIOR HIGH SCHOOL TEACHERS (CLUSTER 4)**

---

Please be advised that the *Office 365 Empowerment Training-Workshops for Senior High School Teachers (Cluster 4)* will be held on **December 17-20** at **The Forest Park Resort, St. Francis Village, Taculing, Bacolod City**.

**All attendees shortlisted by their Regions MUST use their DepEd email accounts to sign up at <http://bit.ly/TrainingWorkshops-SHSTeachers>** (Division IT Officers **MUST** also ensure that those accounts are active and accessible).

Check-in starts on **December 16, 2019 at 02:00 PM**, with dinner as the first meal; check-out is at **12:00 PM of December 21, 2019**, with lunch as the last meal. Attendees are **required to bring their own mobile broadband device** along with their laptop computer and extension cord.

All other details of the event remain as previously advised.

Should your office have any inquiries or clarifications regarding the said activity, feel free to contact **Mr. Genesis Fernando** of the ICTS–User Support Division through email at [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) or at landline number (02) 8633-7264.

Thank you very much in anticipation of your positive response on this matter.

**Meals and Accommodation**

1. All pre-registered attendees with valid travel authorities are guaranteed hotel accommodations and meals throughout the event.
2. Check-in starts at **02:00 PM of 21 October**; latest check-out is at **12:00 PM of 26 October**.
  - a. For Regions VI and VIII, check-in starts on **22 October**, and latest check-out is on **24 October**.
  - b. Attendees in these clusters who will come from far-flung areas may check in on **21 October** and check out on **25 October** (limited slots available).
3. First meal service starts with **dinner** for those who will check in on **21 October**; last meal service shall be **lunch** for those who will check out on **26 October**.
  - a. Meal services for Regions VI and VIII start with **breakfast** on **22 October** and end with **dinner** on **24 October**.
  - b. Those who checked in on **21 October** will have **dinner** as first meal service, and **lunch** on **25 October** as last meal service.
4. All other incurred expenses that are not covered by the event (e.g., early check-in, late check-out, additional food and drinks, board and lodging of drivers, parking slots, etc.) shall be borne by the attendee/s involved.

**Travel Arrangements**

1. Travel expenses of attendees have already been downloaded to their respective Regional Offices (RO), charged against DCP 2018 Funds.
2. The RO shall download said funds to their SDOs; attendees shall reimburse and/or request advances (if allowed) for their travel expenses from downloaded funds to their offices.
3. All expenses are subject to existing accounting and auditing rules and regulations.

**Before the Event**

1. An attendee **MUST** bring the following with them throughout the event:
  - a. A laptop computer
  - i. Minimum requirement: Running on at least *licensed* Windows 7 and Office 2013
  - ii. Other devices, such as smartphones, phablets, and the like are **not recommended**
  - b. Power strip and/or extension cord/s
  - c. Mobile broadband device (preferable)
2. All attendees **MUST** secure *signed* travel authorities.
  - a. Walk-in and substitute attendees **MUST** also bring an authorization letter signed by the head of office or duly authorized personnel.
  - b. The organizers reserve the right to deny admission or privileges to attendees who fail to comply with the abovementioned requirements.





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



Dave Entierro Jimmy Piad	302793	KABANK ALAN CITY	F Galang SAs jimmy.piad001@deped.gov.ph	Teacher II	Active
Karen Grace Idquila	302801	KABANK ALAN CITY	Tapi SAs karengrace.idquila@deped.gov.ph	Teacher II	Reset
Daysee Garzon	302792	KABANK ALAN CITY	Comansi SAs daysee.garzon@r6-1.deped.gov.ph	Teacher II	Reset
Al Villanueva	302786	KABANK ALAN CITY	Binicuil SAs al.villanueva@deped.gov.ph	Teacher II	Creation