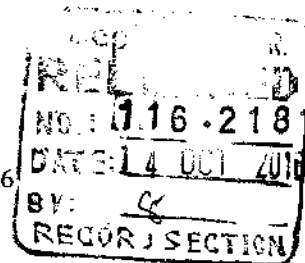




October 13, 2016



TRAVEL ORDER

No. 484, s. 2016

TO:


Ms. Nilita L. Ragay, Ed. D.
Ms. Carmelita A. Alcala, Ed. D.
Mr. Enrique Q. Retes, Ed. D.
Ms. Ermita L. Miranda, Ed. D.
Ms. Delia E. Alanano
Ms. Nida L. Bersabal, Ed. D.

Ms. Kathereine Y. Sedillo
Ms. Alma Cora M. Catacutan
Mr. Donre B. Mira, Ed. D.
Ms. Rosela R Abiera
Ms. Jovenciana Davad, Ed. D.
Ms. Elisa L. Baguio

Mr. Renante A. Juanillo, Ed. D.
Ms. Esterlina B. Paragoso
Ms. Juliet J. Tuala, Ed. D.
Ms. Ieny Socorro, Ed. D.
Ms. Emelyn D. Bolongaita, Ed. D.
Mr. Henriquito C. Tepacia, Ed. D.

**3-Day Workshop to Quality Assure the Prepared Lesson Plans Submitted by the Districts
of Sta. Catalina North 1 and North 2 and Kindergarten Workbook of K-WIN.**

1. Please be informed of your attendance to the 3-Day Workshop to Quality Assure the Prepared Lesson Plans submitted by the Districts of Sta. Catalina North 1 and North 2 and Kindergarten Workbook of K-WIN on October 20 – 22, 2016 in the Division Conference Room, 3rd Floor.
2. Participants are encouraged to bring Laptop, Curriculum Guides & Teachers' Guide from Kindergarten to Grade 10 for our reference material.
3. Participants are entitled to a two-day Service Credits/Compensatory Time-Off (CTO) on the services rendered on October 21 and 22, 2016. (Provincial Holiday and Saturday).
4. Travel and other incidental expenses are chargeable against the school MOOE/local funds while 2 snacks and 2 meals are chargeable against HRTD Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination and compliance with this Memorandum is enjoined.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Office-in-Charge
10/14/16

LTC/DYA/ENC/rra16
LRMDS Q&A