



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

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BY: [Signature]

November , 2018

TRAVEL ORDER

TO : MRS. ESTERLINA B. PARAGOSO
Division Education Program Supervisor, MAPEH/IPed Focal
Person

1. You are hereby directed to attend the Training of Trainors on the Utilization of Rabies Lesson Exemplars on November 12-16, 2018 at Mezzo Hotel, Cebu City.
2. Board and lodging and other incidental expenses shall be shouldered by the SHD, while traveling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

WILFREDA D. BONGALOS, Ph. D. CESO V
Schools Division Superintendent

11/12/18



P. 272
of Niam Tarajon

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



NOV 08 2018


REGIONAL MEMORANDUM
No. 0848, s. 2018

O: 11/10/18

TRAINING OF TRAINORS ON THE UTILIZATION OF RABIES LESSON EXEMPLARS

To: Schools Division Superintendents

1. This Office through the Curriculum and Learning Management Division disseminates the conduct of the Training of Trainers on the Utilization of Rabies Lesson Exemplars on November 12-16, 2018 at Mezzo Hotel, Cebu City.
2. Board and lodging and other incidental expenses shall be shouldered by the SHD, while traveling expenses of participants shall be charged against downloaded funds subject to the usual government accounting and auditing rules and regulations.
3. For details, refer to the attached list of participants and enclosure.
4. Immediate dissemination of and compliance with this Memorandum is directed.


SALUSTIANO T. JIMENEZ, CESOV,
DIC-ASSISTANT REGIONAL DIRECTOR
JULIET A. JERUTA, Ph.D., CESO IV
Director IV

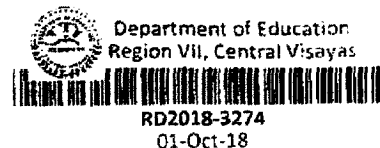
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CLMD'18

Office of the Director (ORDr), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES
DepEd Complex, Meralco Avenue, Pasig City



MEMORANDUM

FOR : **REGIONAL DIRECTORS**
DepEd Regions I-XIII, ARMM, CAR & NCR

: **REGIONAL SECRETARY**
DepEd ARMM

FROM : **RIZALINO JOSE T. ROSALES**
Director IV

SUBJECT : **REQUEST FOR THE CONFIRMATION OF PARTICIPANTS AND
LETTER OF ACCEPTANCE RE: TRAINING OF TRAINORS ON THE
UTILIZATION OF RABIES LESSON EXEMPLARS**

DATE : **27 SEPTEMBER 2018**

This Bureau, thru the School Health Division (SHD) is planning to conduct **Training of Trainors on the Utilization of Rabies Lesson Exemplars** in two batches tentatively scheduled on the following:

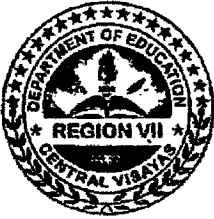
| Batch | No. of Pax | Dates | Venue |
|--|------------|----------------------|--------------------|
| Luzon – (Regions I, II, III, IV-A, IV-B, CAR and NCR) | 138 | November 19-23, 2018 | Within Region IV-A |
| Vis/Min (Regions VI, VII, VIII, IX, X, XI, XII, Caraga and ARMM) | 144 | November 12-16, 2018 | Within Region VII |

The general objective of the activity is to equip the participants with skills on the utilization of Rabies Lesson Exemplars. Specifically, the training aims to:

1. present the background of Rabies Control Advocacy through Curriculum Integration;
2. reimagine the Curriculum using the Detailed Lesson Plans (DLP);
3. present the relevant learning experiences and activities through DLP;
4. increase knowledge on the proper utilization of developed lesson exemplars thru demo teaching on selected DLPs with sharing experiences; and
5. formulate action plans for the echo-training in their respective division;

Expected participants are the MAPEH Supervisors from the Regional and Schools Division Offices (one per region and one per division).

Travelling expenses shall be downloaded to the ROs subject to the usual accounting and auditing rules and regulations. In this regard, may we respectfully request for the Letter of Acceptance and the Confirmed List of Participants duly signed by the Regional or authorized representative as required by the Budget Division prior to the issuance of Sub-ARO. Kindly submit it on or before **October 16, 2018** to the Office of the School Health Division, this Bureau, Attention: Mr. Ferdinand M. Nuñez, Training Coordinator, thru blss.shd@deped.gov.ph or by fax at (02)6329935.



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REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



Training of Trainers on the Utilization of Rabies Lesson Exemplars
November 12-16, 2018
Region VII

Confirmed List of Participants

| Region/Division | Name | Contact Number |
|---------------------|-------------------------|----------------|
| 1. Regional Office | Juvelyn P. Otero | 09222789867 |
| 2. Bais City | Arturo F. Adriatico Jr. | 09156002296 |
| 3. Bayawan City | Andrito Q. Bajardo | 09559103640 |
| 4. Bohol | Cirilo S. Calatrava | 09338655679 |
| 5. Bogu City | Brigith C. Jugasan | 09173294844 |
| 6. Carcar City | Philip A. Nacario | 09055676192 |
| 7. Cebu City | Renezar T. Ferrolino | 09060052037 |
| 8. Cebu Province | Nenita G. Jaralve | 09174998497 |
| 9. City of Naga | Alberto S. Aurestila | 09324820471 |
| 10. Danao City | Valentin L. Jacobe | 09209571138 |
| 11. Dumaguete City | Rosenie B. Saraña | 09158277485 |
| 12. Guihulngan City | Emilia M. Baydal | 09432324355 |
| 13. Lapu-Lapu City | Rican G. Montejo | 09254515198 |
| 14. Mandaue City | Niño G. Matillano | 09177274905 |
| 15. Negros Oriental | Esterlina B. Paragoso | 09272090807 |
| 16. Siquijor | Earl J. Aso | 09265892356 |
| 17. Tagbilaran City | Alberto A. Lacang | 09338592429 |
| 18. Talisay City | Mayonito L. Abaquita | 09235620870 |
| 19. Tanjay City | Susie D. Ramirez | 09064334427 |
| 20. Toledo City | Loida L. Allego | 09770877396 |

Approved by:

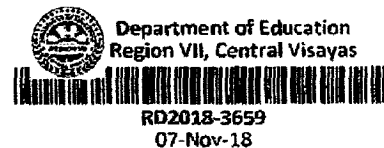

JULIET A. JERITA Ed.D., CESO IV
Director IV
Regional Director

Office of the Director (ORD), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
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Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES
DepEd Complex, Meralco Avenue, Pasig City



MEMORANDUM

FOR : **REGIONAL DIRECTORS**
DepEd Regions I-XII, CARAGA, CAR & NCR

: **REGIONAL SECRETARY**
DepEd ARMM

FROM : **RIZALINO JOSE T. ROSALES**
Director IV

SUBJECT : **ADVISORY RE: TRAINING OF TRAINORS ON THE UTILIZATION
OF RABIES LESSON EXEMPLARS**

DATE : **29 OCTOBER 2018**

This Bureau, thru the School Health Division (SHD) is pleased to inform you that the **Training of Trainors on the Utilization of Rabies Lesson Exemplars** will be held on the following dates/venues:

| Batch | Dates | Venue | Check-in | Check-out |
|--|----------------------|---|------------------------------------|--------------------------------------|
| Luzon - (Regions I, II, III, IV-A, IV-B, V, CAR and NCR) | November 19-23, 2018 | Gems Hotel, Circumferential Road, Antipolo City | Nov. 19, 2pm First Meal - Lunch | Nov. 23, AM Last Meal - PM snacks |
| Vis/Min (Regions VI, VII, VIII, IX, X, XI, XII, Caraga and ARMM) | November 12-16, 2018 | Mezzo Hotel, Cebu City | Nov. 12, 2pm First Meal - Lunch | Nov. 16, AM Last Meal - PM snacks |

Participants are expected to come on time and are advised to observe the date of arrival and departure. First activity will start on Day 1 at 1:00pm and Closing Program will be on Day 5 after lunch. Attached is the tentative schedule of activities for ready reference.

Funds for the traveling expenses have been downloaded subject to the usual accounting and auditing rules and regulations. Participants are reminded to observe the DM-OUFDA-2018-018 re: Guidelines on Traveling Expense signed by Usec. V. Catibog dated September 24, 2018.

For any concerns/queries you may contact Mr. Ferdinand M. Nuñez, Training Coordinator, thru blss.shd@deped.gov.ph or by fax at (02)6329935.

Training of Trainers on the Utilization of Rabies Lesson Exemplars

November 12-16, 2018 | Cebu City (Exact venue TBA)

November 16-24, 2018 | Gems Hotel, Antipolo City

TRAINING MATRIX

Objectives:

1. Capacitate the focal person on the Implementation of Rabies Curriculum Integration
2. Design a proposal for the implementation Rabies Curriculum Integration

| TIME | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 |
|--------------------|---|---|--|--|---|
| 7:00 – 7:45 AM | Arrival and Registration | Breakfast | | | |
| 7:45 – 8:00 AM | | Management of Learning | | | |
| 8:00 – 10:00 AM | | Session 1 RA 9482 - Anti Rabies Act 2007 | Session 5 GARC learning materials | Session 7 Demo Teaching | Session 9 Presentation of Output |
| 10:00 – 10:15 AM | | Snack | | | |
| 10:15 – 12:15 PM | | Session 2 National Rabies Program | Session 5 GARC learning materials | Session 7 Demo Teaching | Session 9 Presentation of Output |
| 12:15 – 1:15 PM | Lunch | | | | |
| 1:15 – 3:15 PM | Opening Program Plenary | Session 3 Facts and Myths about Rabies | Session 6 Presentation of DLPs | Session 8 Division Planning | Closing Program House Clearing |
| 3:15 – 3:30 PM | <ul style="list-style-type: none"> ▪ Rationale of rabies curriculum integration in the Philippines ▪ Role of different DepEd Bureaus in the integration process (BLSS, BCD, BLR, BLD) ▪ Discussion c/o BLSS & GARC | Snack | | | |
| 3:30 – 5:30 PM | | Session 4 Rabies as a Disease (humans and animals) | Session 7 Demo Teaching | Session 8 Division Planning | Home Sweet Home |
| Officer of the Day | Insert Name | Insert Name | Insert Name | Insert Name | Insert Name |
| Output(s) | <ul style="list-style-type: none"> • Identified Role of Deped Bureaus • Journal | <ul style="list-style-type: none"> • Awareness on essential facts and figures of Rabies Education • Journal | <ul style="list-style-type: none"> • Advocated and appreciated GARC materials and DLPs • Executed DLPs | <ul style="list-style-type: none"> • Designed Proposals for Rabies Education • Executed DLPs | <ul style="list-style-type: none"> • Presented Proposal for Rabies Education |

Prepared by:

(SGD) ERNANI OFRENEO JAIME

Supervising Education Program Specialist (SVEPS)

Bureau of Learning Delivery



Republic of the Philippines
Department of Education

3.5720

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM DM-OUFDA-2018-018

TO: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs and Unit Heads
All Other Concerned

FROM: VICTORIA L. MEDRANA CATIBOG
Undersecretary

SUBJECT: GUIDELINES ON TRAVELING EXPENSE

DATE: September 24, 2018

This is to remind all concerned offices of the existing guidelines on the payment of traveling expense.

For expenses incidental to local travel, the following rules and regulations shall be applied:

- Section 340 under Transportation item of the Government Accounting and Auditing Manual (GAAM) Volume 1, states that the Department head or equivalent position shall determine the mode and class of transportation to be taken which shall be the most advantageous to the government from the standpoint of economy and efficiency.
- As a general rule, only the ordinary public conveyances or customary modes of transportation shall be used. Employees may avail GRAB transport services or other forms of contracted vehicles provided that cost in excess of what has been set as allowable per internal policy shall be paid by the employee himself.

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- The amount of transportation allowable shall be the actual fare at the prevailing rates of the authorized transportation from the permanent official station to the destination or place of work or assignments in the field and back, plus other expenses, such as transportation and portage from office or residence to points of embarkation and from points of debarkation to office or temporary residence in the place of assignment in the field and return.
- In cases where government vehicles are used in the travel, the officials and employees concerned are not entitled to the actual transportation fare.
- No reimbursement for the cost of gasoline or diesel fuel and oil shall be allowed where private vehicle is used; however, the officials and employees concerned are entitled to the reimbursement of the equivalent cost of the customary mode of transportation.

Meanwhile, expenses for official international travel shall be covered by the following provisions:

- SEC 9 of Executive Order 248, 1995 states that the Pre-Departure Expenses - Officials and employees authorized to travel abroad shall be entitled to One Thousand Five Hundred Pesos (P1,500.00) commutable pre-departure allowance to cover miscellaneous/incidental expenses, such as taxi fare, passport photographs, immunization, visa fees, tips, portage, and airport terminal fees.
- As stipulated in Executive Order 298 of 2004,
 - SEC. 6 states that the reimbursement of the payment of airport terminal fee at the point of embarkation to go back to the Philippines upon completion of the official trip abroad is likewise authorized.
 - SEC. 7 states that in case officials and employees authorized to travel are not provided with transportation by the host country or sponsoring organization or agency, they shall be allowed official transportation, which shall be of the restricted economy class unless otherwise authorized by the President of the Philippines. (SEC. 7 of Executive Order 298, 2004)
 - SEC. 9 states that claims for reimbursement of actual travel expenses in excess of the Daily Subsistence Allowance (DSA) as provided under the

*where
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United Nations Development Program (UNDP) index authorized herein
maybe allowed upon certification by the Head of the Agency as absolutely
necessary in the performance of an assignment and presentation of bills and
receipts, is subject to the approval of the President. Certification or affidavit
of loss shall not be considered as appropriate replacement for the required
hotel room /lodging bills and receipts.

Please be guided accordingly.

Thank you.

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9/24/12