



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



DIVISION MEMORANDUM
NO. 22, S. 2014

TO : All Concerned Secondary Araling Panlipunan School coordinators
This Division

FROM : 
ISAGANIS DELA CRUZ
Schools Division Superintendent

SUBJECT : Araling Panlipunan Coordinators' Conference

DATE : January 17, 2014

1. This office informs all Araling Panlipunan Coordinators to attend a Division Conference in Arpan on January 21, 2014 at the Division Conference Room.
2. The activity aims to:
 - a. give awareness and updates about Araling Panlipunan guidelines, issues and concerns.
 - b. plan for the forthcoming Regional Pop Quiz on January 31, 2014.
 - c. re-organization of Araling Panlipunan Officers for CY 2014.
3. Expenses relative to this travel shall be charged to the local funds subject to the usual and proper government accounting and auditing rules and regulations.
4. Participants are expected to arrive at 9:00 am.
5. Immediate dissemination of this memorandum is desired.



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AUTHORITY TO TRAVEL

Name : **CECILE LEAH M. KIMNON**
Position : Division Music Coordinator
Official Station : Division Office, Alabel, Sarangani Province
Purpose/s of Travel : To attend Dance and Site Workshop Series
Destination : Ramon Magsaysay Memorial Colleges, GSC
Inclusive Date/s : December 5-8, 2013
Estimated Expenses : _____
Source of Funds : _____

Requested by:

CECILE LEAH M. KIMNON
Employee

Funds Availability:

LEONARDO O. EUGENIO, CPA
Accountant II

Recommending Approval:

RUTH L. ESTACIO
Asst. Schools Division Superintendent

APPROVED:

ISAGANI S. DELA CRUZ
Schools Division Superintendent

Note: This template is use for travels outside the region.



Republic of the Philippines

PEACE

Efficiency, Accountability, Commitment, Equity



"Ang batang Sarangan, dapat nasa paaralan."

AUTHORITY TO TRAVEL

Name : **CECILE LEAH M. KIMNON**

Position : Division Music Coordinator

Official Station : Division Office, Alabel, Sarangani Province

Purpose/s of Travel : To attend Regional Meeting for the RIC
To attend Division MANCOM Meeting

Destination : Regional Office XII, Carpenter Hills, Koronadal City
Phela Grande Convention Center, General Santos City

Inclusive Date/s : October 16, 2013

Estimated Expenses : _____

Source of Funds : MOOE

Requested by:

CECILE LEAH M. KIMNON
Employee

Funds Availability:

LEONARDO O. EUGENIO
Accountant II

Recommending Approval:

RUTH L. ESTACIO
Asst. Schools Division Superintendent

APPROVED:

ISAGANI S. DELA CRUZ
Schools Division Superintendent



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AUTHORITY TO TRAVEL

Name : **CECILE LEAH M. KIMNON**
Position : Division Music Coordinator
Official Station : Division Office, Alabel, Sarangani Province
Purpose/s of Travel : To attend TDIS Training
Destination : Family Country Hotel, General Santos City
Inclusive Date/s : October 18-19, 2013
Estimated Expenses : _____
Source of Funds : MOOE

Requested by:

CECILE LEAH M. KIMNON
Employee

Funds Availability:

LEONARDO O. EUGENIO
Accountant II

Recommending Approval:

RUTH L. ESTACIO
Asst. Schools Division Superintendent

APPROVED:

ISAGANI S. DELA CRUZ
Schools Division Superintendent



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AUTHORITY TO TRAVEL

Name : CAMELA T. NAIVE
Position : Division ArPan/IP Coordinator
Official Station : Division Office, Alabel, Sarangani Province
Purpose/s of Travel : To attend TDIS Training
Destination : Family Country Hotel, General Santos City
Inclusive Date/s : October 18-19, 2013
Estimated Expenses : _____
Source of Funds : MOOE

Requested by:

CAMELA T. NAIVE
Employee

Funds Availability:

LEONARDO O. EUGENIO
Accountant II

Recommending Approval:

RUTH L. ESTACIO
Asst. Schools Division Superintendent

APPROVED:

ISAGANI S. DELA CRUZ
Schools Division Superintendent



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AUTHORITY TO TRAVEL

Name : CAMELA T. NAIVE
Position : Division ArPan/IP Coordinator
Official Station : Division Office, Alabel, Sarangani Province
Purpose/s of Travel : To attend pre-conference meeting
Destination : DepED ROXII, Carpenter Hills, Koronadal City
Inclusive Date/s : November 14, 2013
Estimated Expenses : _____
Source of Funds : MOOE

Requested by:

CAMELA T. NAIVE
Employee

Funds Availability:

LEONARDO O. EUGENIO
Accountant II

Recommending Approval:

RUTH L. ESTACIO
Asst. Schools Division Superintendent

APPROVED:

ISAGANI S. DELA CRUZ
Schools Division Superintendent



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CAMELA T. NAIVE
Employee

Funds Availability:

LEONARDO O. EUGENIO
Accountant II

Recommending Approval:

RUTH L. ESTACIO
Asst. Schools Division Superintendent

APPROVED:

ISAGANI S. DELA CRUZ
Schools Division Superintendent