



Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	<b>DR. NILITA L. RAGAY, OIC-ASDS/CID Chief</b>
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the School Head's Orientation on Inclusive Education, Utilization of Program Support Funds 2023
<b>Host of Activity</b>	DepEd, Schools Division of Negros Oriental
<b>Inclusive Dates</b>	June <u>21</u> , 2023
<b>Destination</b>	Dauin Central School, Dauin District
<b>Fund Source</b>	Division/School MOOE

I hereby attest that the information in this form and in the supporting documents attached here to are true and correct.

  
**NILITA L. RAGAY EdD**

Name and Signature of Requesting Employee

**July 20, 2023**

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

**APPROVED**

  
**NERI C. OJASTRO EdD, CESE**

Name and Signature of Approving Authority

**7/19/23**  
Date



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

03 JUNE 2023

DIVISION MEMORANDUM

NO. 462, s.2023

**SCHOOL HEAD'S ORIENTATION ON INCLUSIVE EDUCATION, UTILIZATION OF PROGRAM SUPPORT FUNDS 2023**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Others Concerned

1. For information and guidance of all concerned, this Office, through the Curriculum Implementation Division (CID) conducts a **School Head's Orientation on Inclusive Education, Utilization of Program Support Funds 2023** (by Batch) on the following dates and venues per Batch;

Batch / Date	Participants	VENUE
(1 <sup>st</sup> Batch) July 17, 2023	122 (pax & facilitators)	Bindoy Central School
(2 <sup>nd</sup> Batch) July 19, 2023	88 (pax & facilitators)	ACES, Amlan District
(3 <sup>rd</sup> Batch) July 21, 2023	123 (pax & facilitators)	Dauin C/S, Dauin District

2. Participants of this orientation are the **select school heads** in the 33 Districts, facilitators and Support staff (pls. see attached list of slots per District)
3. Public District Supervisors/DICs/SHs are required to make and issue **Travel Order** to their participants during the said orientation following the minimum safety health protocol required by DOH and IATF.
4. Meals and snacks shall be charged against PSF (OSEC-7-23-1696) while travel/incidental expenses incurred are chargeable against local/School/District MOOE subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.

  
**NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent

SPP/MKP-JMA/CID/NLR/kys  
June 29, 2023



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph

## Attachment # 1

## SCHOOL HEAD'S ORIENTATION ON INCLUSIVE EDUCATION, UTILIZATION OF PROGRAM SUPPORT FUNDS 2023

## LIST OF SLOTS per DISTRICT

## Bindoy Central School, Bindoy 1 District

DISTRICT	TOTAL SLOTS Kindergarten Teacher	Level	
		Elementary	Secondary
Lalibertad 1	10	9	1
Lalibertad 2	10	9	1
Jimalalud 1	10	9	1
Jimalalud 2	10	9	1
Tayasan 1	9	8	1
Tayasan 2	10	9	1
Ayungon 1	10	9	1
Ayungon 2	10	9	1
Bindoy 1	10	9	1
Bindoy 2	10	9	1
Manjuyod 1	10	9	1
Manjuyod 2	10	9	1
Facilitators/Support Staff	3		
<b>TOTAL (First Batch)</b>	<b>122</b>		
Mabinay 1	11	9	2
Mabinay 2	10	9	1
Mabinay 3	11	9	2
Mabinay 4	10	9	1
Amlan	10	9	1
San Jose	10	9	1
Sibulan 1	10	9	1
Sibulan 2	11	9	2
Facilitators/Support Staff	5		
<b>TOTAL (Second Batch)</b>	<b>88</b>		
Valencia	9	8	1
Bacong	9	8	1
Zamboanguita 1	9	8	1
Zamboanguita 2	9	8	1
Dauin	9	8	1
Siaton 1	10	9	1
Siaton 2	9	8	1
Siaton 3	9	8	1
Siaton 4	9	8	1
Sta. Catalina 1	10	9	1
Sta. Catalina 2	9	8	1
Sta. Catalina 3	9	8	1
Sta. Catalina 4	10	9	1
Facilitators/Support Staff	3		
<b>TOTAL (Third Batch)</b>	<b>123</b>		



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