



Republic of the Philippines
Department of Education
Schools Division Office of Navotas City
WAWA ELEMENTARY SCHOOL



Appendix 32

DISBURSEMENT VOUCHER

Fund: 01-Regular
Cluster: Agency Fund
DV No.: 2023-04-0029
Date: 04/04/2023

Mode of Payment

MDS Check

Commercial Check

ADA

Others (Please specify)

Payee

KEITHLYN S. LADERAS

TIN / Employee No.: 338-862-963-000

ORS/ BURS No.

Office Address

Tangos, Navotas City

Fund Source Code:

Responsibility Center

Organizational Code:

Particulars

MFO/PAP

Amount

Payment for the Reimbursement of Attendance/Participation to Trainings/Seminars across levels (Basic Training with Age Level Specialization Course) for the month of March 2023

Php 2,500.00

Php 2,500.00

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

Almira S. Fajardo
ALMIRA S. FAJARDO
Administrative Officer II

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit
Training Expense	5-02-02-010-01	2,500.00	
Due to BIR (2%)			
Due to BIR (1%)			
Cash in Bank			2,500.00
Total		2,500.00	2,500.00

Two Thousand Five Hundred Pesos Only

- Cash available
- Subject to Authority to Debit Account (when applicable)
- Supporting documents complete and amount claimed

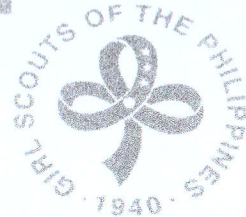
Signature		Signature	
Printed Name	JOHN PATRICK P. ROSARIO	Printed Name	BENJAMIN C. PEREZ
Position	Accountant III	Position	Principal
Date	04/04/2023	Date	04/04/2023

E. Receipt of Payment

JEV No.

Check/ ADA No.:	238443	Date:	4/17/23	Bank Name & Account Number:	
Signature:	<i>Keithlyn S. Laderas</i>	Date:	4/17/23	Printed Name:	KEITHLYN S. LADERAS

Official Receipt No. & Date/Other Documents



This certificate is awarded to

KEITHLYN S. LADERAS

Wawa Elementary School

for having participated for Thirty (30) training hours in the
BASIC TRAINING with AGE LEVEL SPECIALIZATION COURSE
of Rizal Council
conducted from March 3 to 5, 2023

Given this 5th day of March 2023 at Navotas Elementary School, Navotas City.

Josefina M. Parentela
JOSEFINA M. PARENTELA, Ed.D., RGC
National Training Committee Chairperson

Cristina Lim-Yuson
DR. CRISTINA LIM-YUSON
National President

Nenita Fugoso-Mate
NENITA FUGOSO-MATE
Trainer

Roselyn B. Davadilla
ROSELYN B. DAVADILLA
National Executive Director



Girl Scouts of the Philippines
RIZAL COUNCIL
ANTIPOLO, LAS PIÑAS, MALABON, MARIKINA,
MUNTINLUPA, NAVOTAS, PARAÑAQUE, RIZAL,
SAN JUAN & TAGUIG-PATEROS

YNARES SPORTS ARENA, 2/F LTO Bldg.
Shaw Blvd., Pasig City
Telefax : 633-1186
Mobile No.: 0917-598-7207
E-mail : rizalgirlscouts@yahoo.com

March 5, 2023

CERTIFICATE OF APPEARANCE

To Whom It May Concern:

This certifies that KEITHLYN S. LADERAS of
WAWA ELEMENTARY SCHOOL attended the **Basic Training
with Age Level Specialization Course** held **March 3-5, 2023** at **Navotas Elementary
School, Navotas City.**

This certification is being issued as a proof of her appearance/attendance of the
aforesaid event.


MA. JESUSA S. SAMPANG
Council Executive



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
Schools Division Office of Navotas City



February 6, 2023

MEMORANDUM


To: **KEITHLYN S. LADERAS**
Teacher-Troop Leader
Wawa Elem. School

Through: The School Head

In reference to the LC Circular No.1 s. 2023 re: Basic Training Course with Age Level Specialization (BTC with ALS) and Outdoor Leadership Course (OLC) which will be held at Navotas Elementary School on March 3-5, 2023, this office authorizes your attendance to the said activity in replacement to Camille L. Dela Cruz.

The Registration fee shall be charged against school local fund subject to the existing accounting and auditing rules and regulations.

For information and guidance.


ALEJANDRO G. IBANEZ
Schools Division Superintendent

Sgod/lga



Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,
Navotas City
(02) 83555032, (02) 83327985
navotas.city@deped.gov.ph

<https://depednavotas.ph>



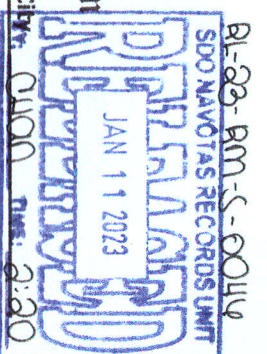
ISO Certified:

9001:2015

Passion... Purpose... Productivity...



Republic of the Philippines
 Department of Education
 National Capital Region
 Schools Division Office of Navotas City



January 10, 2023

To: Public/Private Elementary and High School Heads
 Girl Scout School Coordinators

Sirs and Mesdames:

Attached is a LC Circular No.1 s. 2023 from Ma. Jesusa S. Sampang, Council Executive, and Judith U. Clarito, Council President, Girl Scout of the Philippines, Central Luzon Region, Rizal Council, dated January 5, 2023 re: Basic Training Course with Age Level Specialization (BTC with ALS) and Outdoor Leadership Course (OLC) that they will be conducting on March 3-5, 2023, at Navotas Elementary School, details of which are self-explanatory for information and appropriate action.

Participants to these training courses are Girl Scout Troop Leaders who have not yet underwent Basic Training Course and those who already trained with BTC but no Outdoor Leadership Course yet.

As stated in the GSP Memorandum, registration of 2500.00 will be charged to each participant which may be charged against school MOOE, Girl Scout fund, local fund and other sources subjects to the usual accounting and auditing rules and procedures.

Pitch in teachers shall be assigned to the classes of the teacher participants to adhere to DepEd Order No.9, s. 2005 "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Teacher participants are entitled to two days service credit for Saturday and Sunday as indicated in DECS Memorandum No. 149 s. 1997.

List of troop leaders who will attend to the aforementioned training shall be submitted to SGOD, c/o Mrs. Lucia G. Angel.

Very truly yours,

ALEJANDRO G. IBANEZ
 Schools Division Superintendent



Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,
 Navotas City
 (02) 83555032, (02) 83327985
 navotas.city@deped.gov.ph <https://depednavotas.ph>



ISO Certified:
 9001:2015

*Pasion...Inproses...Productivity...
 Angat sa NATAS*

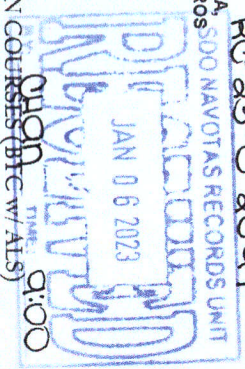


GIRL SCOUTS OF THE PHILIPPINES

Central Luzon Region
RIZAL COUNCIL

ANTIPOLO, LAS PINAS, MALABON, MARIKINA, MUNTINLUPA, SDO NAVOTAS RECORDS UNIT
NAVOTAS, PARAMAQUE, RIZAL, SAN JUAN & TAGUIG-PATEROS

RC-23-O-2003



LC Circular No.1
Series 2023

SDO NAVOTAS LED, March 3-5, 2023
Venue: one of the schools at SDO Navotas

1. BASIC TRAINING with AGE LEVEL SPECIALIZATION COURSE (BTC w/ALS)
2. OUTDOOR LEADERSHIP COURSE (OLC)

TO : Schools Division Superintendents
Division GSP In-Charge/District Supervisors
School Principals/GSP Principal Consultants Secondary
/Private Schools Principals/Heads / Trainers/Field Advisers/Troop Leaders

Date : January 5
From : Council President and Council Executive

This training aims to equip our teachers/Troop Leaders with knowledge and skills that they will use in training our GIRLS become value-laden as stated in the vision of the organization. This is our way of complementing and helping the Department of Education realize its Vision to produce Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

Courses	Objectives	For Whom
1. BASIC TRAINING COURSE with AGE LEVEL SPECIALIZATION (BTC w/ALS)	For the trainees to learn GSP 101, knowledge on how to organize and manage troop, appreciate the movement	Teachers and Troop Leaders (TL)
2. OUTDOOR LEADERSHIP COURSE (OLC)	To equip trainees with understanding and skills essential in planning and running a troop camp.	TL who have taken the BTC with ALS

ARRIVAL : 2:00 PM of March 3
THINGS TO BRING : Tent (if available); light beddings; bed roll or sleeping bag
eating utensils; personal stuff ;jacket ; raincoat ; umbrella
GSP uniform or GSP official T-shirt paired with decent jeans
or GSP jogging pants to be worn during Ceremonies and sessions
black closed shoes; physical fitness outfit and rubber shoes
EVENTS FEE : Php 2,500 per trainee inclusive of full board, materials,

This being an official activity, MOOE, Girl Scouting funds, local funds and other Sources may be used subject to the usual accounting and Auditing procedures and to be issued Official Receipt (stamped by BIR)

Your unwavering support through your affirmative response is respectfully desired. Thank you and warmest regards.

CLARITO
Ma Jesusa S. Sampang

JUDITH U. CLARITO
JUDITH U. CLARITO

Ynares Sports Arena Compound, 2/F LTO Bldg., Shaw Boulevard, Pasig City
T elefax: (632) 8633-1186 Mob. No.: 0999-9927533 Email: rizalgirlscouts@ yahoo .com Facebook: www.facebook.com/gsp.rizal

Girl Scouts of the Philippines - RIZAL COUNCIL BASIC TRAINING and AGE LEVEL SPECIALIZATION Course Content SDO NAVOTAS March 3-5, 2023

Time	DAY 1	DAY 2	DAY 3
5:30-8:00		Prayer, Physical Fitness, Colors, Breakfast	Prayer, Worship Time, Breakfast
9:00-10:00		Module 1 - GIRL SCOUTING 101 Module 2 - 5 BASIC ESSENTIALS PATROL SYSTEM / PROMISE & LAW / BADGEWORK / OUT-of-DOORS / INTERNATIONAL FRIENDSHIP	8:30-8:45 REFLECTION 8:45-10:00 Module 6 - TROOP MANAGEMENT Meeting <ul style="list-style-type: none"> - How to conduct Troop (Actual Demonstration) - Girl-Leader Planning - Troop Financing - Troop Governance
10:00-10:30			8:30-8:45 REFLECTION 8:45-10:00 CONTINUATION of SPECIALIZATION Module 11 - CEREMONIES Characteristics and Types <ul style="list-style-type: none"> - Scout's Own - Color Ceremony - Campfire
10:30-12:30		S N A C K S Module 3 - PROGRAM FRAMEWORK - The 5 AGE LEVELS - MEMBERSHIP REQUIREMENTS Module 4 RECRUITMENT, REGISTRATION, MEMBERSHIP 4.1 -How to Recruit Girls and Barangay Comm Members Recruitment, Organization	10:30-11:15 Module 8 8.1 The FOUR SIGN POSTS 8.2 The GSP & WAGGGS PROGRAM 11:15-12:30 Module 9 - Progression in the Out-of-doors
12:30 - 2:00			With Actual: Escoda Ceremony and Thinking Day Ceremony -
2:00-3:30			
3:30-4:00 snacks	*Arrival, Registration and Settling Down	4.2 - Registration Process How to Register with the GSP (through the School Coordinator with approval from the School Head) 4.3- Forms and Proper Filling out (Troop Registration, Barangay Committee) 4.4 Types of Membership Module 5- National Equipment Service (NES) 5.1 GSP Uniforms, Paraphernalia, Printed Materials w/VIDEO 5.2 Authorized Dealers	Start of SPECIALIZATION: Contents of Handbook and Manual to be taken up. TWINKLERS - STARS - JUNIORS - SENIORS & CADETS Module 9 - BADGEWORK & BADGEWORK PROCESS (Discussed at the Age Level Specialization) ALL OTHER TOPICS WILL BE BASED on the CONTENTS of the MANUAL & HANDBOOK
4:00-6:00	*Orientation *Patrol Organization through Games and/or Challenge		1:30-2:30 Module 12 - PERKS of GSP *DepEd Orders *Training and Development Scheme *Awards and Opportunities 2:30-3:30 ❖ Clearing House / Summing-up ❖ Evaluation ❖ Closing Ceremony
6:00-7:00			
7:00-8:30			
8:30 -	❖ WELCOME CEREMONY	CAMPFIRE	WIDE GAME

Time	DAY 1	DAY 2	DAY 3
5:30-8:00		Prayer, Hiking, Physical Fitness, Colors, Breakfast, Kapers	Prayer, Worship Time, Breakfast
9:00-10:00		MODULE 1 : The GSP Program: The Eight-Point Challenge (Use Handbook and Manual) Module 2: 2.1 Why Go Camping 2.2 Camping Policies and Standards	8:00-8:15 Reflection TA 8:15-10:00 Continuation of CAMP SKILLS 3.7 Knot Tying and Gadgetry - 3.8 Pitching, Striking, Care of Tent - 3.9 Breaking Camp -
10:00-10:30			S N A C K S
10:30-11:30		2:00-2:30 Presentation of Test Card 2:30 onwards Module 3: CAMP SKILLS 3.1 Hand & Whistle Signals, Kapers & Care for the Environment - 3.2 Good Manners & Simple First-Aid	10:30-12:30 Module 4: PLANNING A TROOP CAMP: 1. Who will Plan? (Troop Leader, Co-Leader and Girls) 2. Support Group (School Head, School Coordinator, Barangay Committee, et.al.) 3. Objectives (Focus: Skills and badges) 4. Program of Activities 5. General Schedule 6. Food: *Menu Planning using Girl Powered Nutrition (GPN) Budget (Sources of funds & Expenses)
11:30-12:30			9:30-10:30 Processing of Activities/Awarding - Submission of Logbooks - Conference with Trainees
12:30- 2:00			L U N C H / KAPERS / COURT-OF-HONOR
	* Arrival and Settling Down * Orientation * Patrol Organization – Using Games or other	3.3 What to wear in camp & Fire-building 3.4 Care of the Knife, Layout & Simple Cooking 3.5 What to Bring in camp and how HELEN to pack a. Individual b. Troop 3.6 Housekeeping & Sanitation	2:00- Continuation of PLANNING A TROOP CAMP 7. Letters to: 7.1 School Coordinator copy furnished School Head and/or to School Head cc School Coordinator 7.2 Parents 7.3 Parent's Consent 8. Camping Permit Form 9. Badgework Application Form 10. Simple Report ❖ PAPERWORKS – Objectives, Program of Activities, Menu, Budget and General Schedule
			↓ Clearing House / Summing-up ↓ Evaluation ↓ Closing Ceremony *****
7:00 – 8:30		S U P P E R / KAPERS/Preparation for Evening Activity	
↓ 8:30 - 10:00	↓ Welcome Ceremony	↓ CAMPFIRE	

SCHOOL OPERATING BUDGET (SOB)
 Period Covered: January to December 2023

School: **WAWA ELEMENTARY SCHOOL**

District: **NAVOTAS II**

Expenditure Items	APPROPRIATIONS				Total
	Government	Other Sources	Other sources, NGO, sponsorship, etc.		
School MOOE	Depled Downloaded Fund	SEF	Canteen Fund	PTCA (Donation)	
C. School Projects and Activities on Quality (Innovation)					
C.1 Learning Continuity and Recovery Projects					
1. Project I.C.A.R.E. (Intensified Comprehension Aide in Reading/Rhythmic Exercises)				5,000.00	10,000.00
2. Project I.E.A.P. (Literacy Enhancement and Advancement Programs)				5,000.00	10,000.00
3. Project ENPROMA (Enhancement Program in Mathematics)				5,000.00	10,000.00
4. Project T.L.C. (Tutor-A-Learning Child)				1,000.00	3,000.00
IV. MOOE LEARNERS' WELL-BEING AND RESILIENCE					
A. School Projects and Activities on Learner's Well-Being and Resilience					
1. Project H.E.A.R.T. in Learning (Heart, Empathize, Act, Reflect, Trust)				1,000.00	6,000.00
2. Intensified BSP, GSP, RCY membership campaign			1,000.00	8,000.00	9,000.00
3. Project Peng			1,000.00		
B. Other Co-Curricular Activities					
1. Nutrition Month			500.00	1,000.00	2,000.00
2. Festival of Talents				5,000.00	6,000.00
3. Sports Clinic			2,000.00	5,000.00	
4. Family Day				5,000	5,000
V. GOVERNANCE					
A. Learning and Development					
1. Monthly LAC Sessions				5,000.00	40,000.00
2. Opening and Semestral Break Inset				5,000.00	45,000.00
3. Attendance/Participation to Trainings/Seminars across levels				5,000.00	35,000.00
B. Other Co-Curricular Activities					
1. SPG Election/Activity			500.00	1,000.00	2,000.00
3. Teachers Day			10,000.00	5,000.00	18,000.00
4. Buwan ng Wika			500.00	1,000.00	2,000.00
5. School Science Fair			500.00	1,000.00	2,000.00
6. United Nation Month			500.00	1,000.00	2,000.00
7. Reading Nation Month			500.00	1,000.00	2,500.00
8. English Month			500.00	1,000.00	2,500.00
9. MAPEH Month			1,000.00	1,000.00	2,500.00
C. Procurement of Supplies and Materials					
1. Semi-Expendable Office Equipment				25,000.00	130,000.00
2. School/Office Supplies and Materials				35,000.00	85,000.00
3. Electrical Supplies				5,000.00	16,000.00
4. LMS/ICT Supplies				10,000.00	65,000.00
5. Instructional Supplies for Teachers/ Video lesson production materials				25,000.00	175,000.00
6. Janitorial Supplies				20,000.00	27,000.00
7. Learner's ID				5,000.00	23,000.00
8. Medical/Dental Supplies				5,000.00	8,000.00
SUBTOTAL				273,500.00	1,590,580.00

IMPORTANT: All budgeted PPAs and their corresponding expenditure items shall be subject to the usual government accounting and auditing rules and regulations.

Prepared by:

Funds Available (for MOOE):

Alejo
ALEJANDRO C. HOQUE
 Principal

Alfred
ALFRED A. ENGRACIA
 Budget Officer

John
JOHN PARRON ROSARIO
 Accountant III

Recommending Approval:

Approved:

Isabelle
ISABELLE S. SEBYAN
 Education Program Supervisor
 Officer In-Charge

Albano
ALBANO G. BANEZ, CESO VI
 Schools Division Superintendent

Office of the Assistant Schools Divisions Superintendent