



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



DEPARTMENT OF EDUCATION

Appendix 32

DISBURSEMENT VOUCHER

Fund 01-Regular
 Cluster : Agency Fund
 DV No. : 2023-04-0031
 Date: 04/12/2023

Mode of Payment: MDS Check Commercial Check ADA Others (Please specify)

Payee	BENJAMIN C. PEREZ	TIN / Employee No.: 409-158-930	ORS/ BURS No.
	San Jose, Navotas City	Responsibility Center	
Office Address	Fund Source Code:		
Particulars		MFO/PAP	Amount

Payment for the Reimbursement of Attendance/Participation to Trainings/Seminars across levels (SCRAW) for the month of March 2023

Php 12,000.00
Php 12,000.00

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

ALMIRA S. FAJARDO
 Administrative Officer II

B. Accounting Entry:	Account Title	UACS Code	Debit	Credit
	Training Expense	5-02-02-010-01	12,000.00	
	Due to BIR (2%)			
	Due to BIR (1%)			
	Cash in Bank			12,000.00
	Total		12,000.00	12,000.00

Twelve Thousand Pesos Only

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

Signature		Signature	
Printed Name	JOHN PATERICK REGARRO	Printed Name	BENJAMIN C. PEREZ
Position	Accountant III	Position	Principal
Date	04/12/2023	Date	04/12/2023

E. Receipt of Payment			
Check/ ADA No. :	238441	Date:	4/13/23
		Bank Name & Account Number:	
Signature :		Printed Name:	BENJAMIN C. PEREZ
		Date:	

Official Receipt No. & Date/Other Documents



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

present this

Certificate of Participation

to

BENJAMIN C. PEREZ

for his active participation in the **SCHOOL COMMITMENT REVIEW AND ALIGNMENT WORKSHOP (SCRAW)**
held on March 29-30, 2023 at Ciudad Cristhia Resort, Ampid I, San Mateo Rizal.

Given this 30th day of March 2023 in Rizal.



ALEJANDRO G. IBAÑEZ
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

Passion... Purpose... Productivity...
Angat Pa, NAVOTAS!



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

present this

Certificate of Participation

to

DALISAY M. ILLUT

for her active participation in the **SCHOOL COMMITMENT REVIEW AND ALIGNMENT WORKSHOP (SCRAW)**
held on March 29-30, 2023 at Ciudad Cristhia Resort, Ampid I, San Mateo Rizal.

Given this 30th day of March 2023 in Rizal.



ALEJANDRO G. IBAÑEZ
Schools Division Superintendent



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

present this

Certificate of Participation

to

MADINE M. PANGYARIHAN

for her active participation in the **SCHOOL COMMITMENT REVIEW AND ALIGNMENT WORKSHOP (SCRAW)**
held on March 29-30, 2023 at Ciudad Cristhia Resort, Ampid I, San Mateo Rizal.

Given this 30th day of March 2023 in Rizal.



ALEJANDRO G. IBAÑEZ
Schools Division Superintendent



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Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	BENJAMIN C. PEREZ	
Position/Designation	Principal I	
Permanent Station	Wawa Elementary School	
Purpose of Travel (must be supported by attachments)	To attend the School Commitment Review and Alignment Workshop (CRAW)	
Host of Activity	Schools Division Office of Navotas City	
Inclusive Dates	March 29-30, 2023	
Destination	Ciudad Christhia Resort, Ampid I, San Mateo, Rizal	
Expenses Covered	Registration Fee of Php 4,000 covering board and lodging, supplies and materials, and travel expenses, shall be charged to School MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations..	
Fund Source	School MOOE Fund	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>		
	BENJAMIN C. PEREZ  Principal I	March 28, 2023 Date
	<p>Name and Signature of Requesting Employee _____ Date _____</p>	
<p><i>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.</i></p>		
	ISABELLE S. SIBAYAN  Education Program Supervisor Officer-in-Charge Office of the Asst. Schools Division Superintendent	
	<p>Name and Signature of Recommending Authority _____ Date _____</p>	
APPROVED	<p style="text-align: center;">ALEJANDRO G. IBAÑEZ  Schools Division Superintendent</p>	
	<p>Name and Signature of Approving Authority _____ Date _____</p>	

Note: Upon return, you are required to submit a one-paper Attendance Accountability Report including your proposed plan action (ways forward), if any.



Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	DALISAY M. ILLUT
Position/Designation	Master Teacher 1
Permanent Station	Wawa Elementary School
Purpose of Travel (must be supported by attachments)	To attend the School Commitment Review and Alignment Workshop (CRAW)
Host of Activity	Schools Division Office of Navotas City
Inclusive Dates	March 29-30, 2023
Destination	Ciudad Christhia Resort, Ampid I, San Mateo, Rizal
Expenses Covered	Registration Fee of Php 4,000 covering board and lodging, supplies and materials, and travel expenses, shall be charged to School MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations..
Fund Source	School MOOE Fund

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

Dalissay M. Illut
DALISAY M. ILLUT
Master Teacher 1

Name and Signature of Requesting Employee _____ Date March 28, 2023

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.

Benjamin C. Perez
BENJAMIN C. PEREZ
Principal I

Name and Signature of Recommending Authority _____ Date March 28, 2023

Name and Signature of Recommending Authority _____ Date _____

APPROVED

Alejandro G. Ibanez
ALEJANDRO G. IBANEZ
Schools Division Superintendent

Name and Signature of Approving Authority _____ Date _____

Note: Upon return, you are required to submit a one-paper Attendance Accountability Report including your proposed plan action (ways forward), if any.



Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	MADINE M. PANGYARIHAN		
Position/Designation	Teacher II		
Permanent Station	Wawa Elementary School		
Purpose of Travel (must be supported by attachments)	To attend the School Commitment Review and Alignment Workshop (CRAW)		
Host of Activity	Schools Division Office of Navotas City		
Inclusive Dates	March 29-30, 2023		
Destination	Ciudad Christhia Resort, Ampid I, San Mateo, Rizal		
Expenses Covered	Registration Fee of Php 4,000 covering board and lodging, supplies and materials, and travel expenses, shall be charged to School MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations..		
Fund Source	School MOOE Fund		
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>			
	MADINE M. PANGYARIHAN Teacher II		March 28, 2023
	Name and Signature of Requesting Employee		Date
<i>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.</i>			
	BENJAMIN C. PEREZ Principal I		March 28, 2023
	Name and Signature of Recommending Authority		Date
APPROVED	ALEJANDRO G. IBAÑEZ Schools Division Superintendent		
	Name and Signature of Approving Authority		Date

Note: Upon return, you are required to submit a one-paper Attendance Accountability Report including your proposed plan action (ways forward), if any.



27 March 2023

MEMORANDUM

To: OIC-ASST. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Unit Heads
 All Public Elementary and Secondary School Heads
 All Others Concerned

**CORRIGENDUM AND ADDENDUM TO THE UNNUMBERED DIVISION
 MEMORANDUM DATED 23 MARCH 2023
 (SCHOOL COMMITMENT REVIEW AND ALIGNMENT WORKSHOP (CRAW))**

1. This office hereby issues a corrigendum to the memorandum dated 23 March 2023 on the above captioned subject matter.
2. Item No. 2 of the said issuance is hereby corrected as follows:

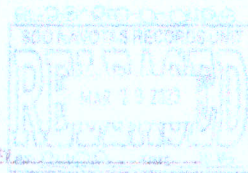
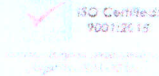
A Registration Fee of Two Thousand Pesos (Php 2,000) per participant per day or a total of Four Thousand Pesos (Php 4,000) per head shall be collected to defray expenses for board and lodging, transportation, supplies and materials, and other incidental expenses, chargeable against the Division and School MOOs, for the Division and School participants, respectively, subject to the usual budgeting, accounting, and auditing rules and regulations. Payment shall be made at the venue of Day 1 of the activity to Ms. Deb J. Ledesma, Division Cashier, with Official Receipt.

3. Likewise, this office also makes an addendum to the aforementioned issuance. The venue of the said workshop shall be in **Ciudad Christhia Resort, Ampid 4, San Mateo, Rizal**.
4. All other contents of the memorandum dated 23 March 2023 shall remain the same.
5. Immediate and wide dissemination of this Memorandum is enjoined.

ALEJANDRO G. IBANEZ
 Schools Division Superintendent



1 Bagong Bayan Elementary School Compound, M. T. Ravell St., Sipac-Manan, Navotas City
 (02) 89355622, (02) 89127985
 navotas-city@deped.gov.ph | https://www.ednavotas.gov.ph



27 March 2023

MEMORANDUM

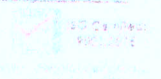
To: OIC-ASST. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Unit Heads
 All Public Elementary and Secondary School Heads
 All Others Concerned

SCHOOL COMMITMENT REVIEW AND ALIGNMENT WORKSHOP (CRAW)

1. This office hereby issues a corrigendum to the memorandum dated 23 March 2023 on the above captioned subject matter.
2. Item No. 2 of the said issuance is hereby corrected as follows:
 - a. A Registration Fee of Two Thousand Pesos (Php 2,000) per participant per day or a total of Four Thousand Pesos (Php 4,000) per head shall be collected to defray expenses for board and lodging, transportation, supplies and materials, and other incidental expenses, chargeable against the Division and School MOOs, for the Division and School participants, respectively, subject to the usual budgeting, accounting, and auditing rules and regulations. Payment shall be made at the venue of Day 1 of the activity to Ms. Deb J. Ledesma, Division Cashier, with Official Receipt.
 - b. Likewise, this office also makes an addendum to the aforementioned issuance. The venue of the said workshop shall be in **Ciudad Christhia Resort, Ampid 4, San Mateo, Rizal**.
 - c. All other contents of the memorandum dated 23 March 2023 shall remain the same.
 - d. Immediate and wide dissemination of this Memorandum is enjoined.



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

RECORDS MANAGEMENT
 SDO NAVOTAS RECORDS UNIT
 MAR 23 2023
 BY: [Signature] TIME: 11:15
 RE-23-PM-0-0485

23 March 2023

MEMORANDUM

To: OIC-Assl. Schools Division Superintendent
 Chief Education Supervisors, CID and SCOD
 Unit Heads
 All Public Elementary and Secondary School Heads
 All Others Concerned

SCHOOL COMMITMENT REVIEW AND ALIGNMENT WORKSHOP (CRAW)

1. Vice President and Department Secretary Hon. Sarah Z. Duterte recently laid down the new direction of the agency, the MATATAG Agenda. Consequently, the Regional Office held a Regional Commitment Review and Alignment Workshop with all Schools Division Offices last March 14-16, 2023 in Subic to ensure alignment with the new administration's priority initiatives.
2. Having given all personnel a new focus, it is imperative for field offices and schools to also realign their plans, programs, projects, and activities (PPAs) in accordance with the new administration's direction and basing it on the school's mandate of accountability and deliverability of basic education outcomes. Hence, this office announces the conduct of the **School Commitment Review and Alignment Workshop on March 29-30, 2023** at a venue somewhere in Rizal area to be announced separately.
3. At the end of this activity, participants are expected to:
 - a. Modify their PPAs for SY 2022-2025 to ensure full alignment with the MATATAG Agenda; and
 - b. Enhance their School Operating Budget (SOB), School Improvement Plan (SIP), and Annual Improvement Plan (AIP) in line with the MATATAG key initiatives.
4. Participants to this activity are listed below. A Google sheet link shall be given to the School Heads via group chat so that they could list down the names of the specific persons who will be representing the school.

Division Office	School
a. Schools Division Superintendent	24 schools x 3 = 72 pax
b. OIC-Assl. Schools Division Superintendent	Elementary



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 Division: DepEd Navotas City
 Regd. No. N110778

Division Office	School
c. Chief - SCOD	a. Principal
d. Chief - CID	b. SBM/SESG Coordinator
e. Administrative Officer V (Admin)	c. Master Teacher
f. Administrative Officer (Budget)	
g. Division Accountant	Secondary
h. Division Cashier	a. Principal
i. Division Engineer	b. Asst. Principal
j. EPS English	c. Head Teacher
k. Nurse II	
11 pax	72 pax

5. Participants are advised to bring the following:
- Laptop and extension cord
 - Hard and/or e-copies of the Approved School Operating Budget (SOB), SIP 2022-2025, and AIP 2023

6. Attached herein are the following documents for reference of the schools:

- Program for Days 1-2
- Pre-Work Notes
- BEDP Framework and MATATAG Interface

7. First meal is AM Snacks for Day 1 while last meal is PM Snacks for Day 2. Check-in is at 2PM of Day 1, while check out is at 12NN of Day 2.

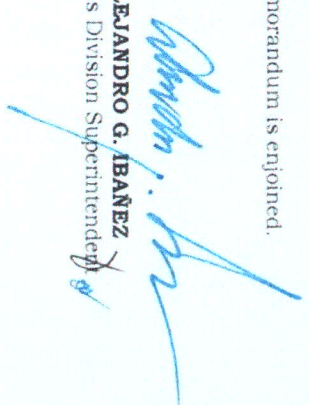
8. The details concerning the meeting time and place are as follows:

Day 1	Day 2
(From Navotas to the Venue)	(From the Venue to Navotas)
Time: 6:00 AM	Time: 5:00 PM
Place: Across from DPWH along C4	Place: Hotel Lobby
Departure: 6:30 AM	Departure: 5:15 PM

9. A Registration Fee of Two Thousand Pesos (Php 2,000) per participant shall be collected to defray expenses for board and lodging, transportation, supplies and materials, and other incidental expenses, chargeable against the Division and School MOOE, for the Division and School participants, respectively, subject to the usual budgeting, accounting, and auditing rules and regulations. Payment shall be made at the venue of Day 1 of the activity to Ms. Deb J. Ledesma, Division Cashier, with Official Receipt.

10. For queries, all concerned may contact Ms. Isabelle S. Sibayan, OIC-Assst. Schools Division Superintendent, at landline no. 02-8275-5239.

11. Immediate and wide dissemination of this Memorandum is enjoined.


ALEJANDRO G. IBANEZ
 Schools Division Superintendent

Time	Day 1 March 29, 2023	Day 2 March 30, 2023
	G – Mr. June Fermin L. Javier	
9:30 – 10:00 AM	AM Snacks	AM Snacks
10:00 – 12:00 NN	Continuation of Presentations on MATATAG Agenda vis-à-vis SDO Initiatives	School Presentation of their Realignment to the MATATAG Agenda – Part 2
12:00 – 1:00 PM	Lunch	Lunch
1:00 – 2:30 PM	Workshop on Realigning School Plans and PPAs to the MATATAG Agenda	School Presentation of their Realignment to the MATATAG Agenda – Part 3
2:30 – 3:00 PM	PM Snacks	PM Snacks
3:00 – 6:00 PM	Continuation of Workshop on Realigning School Plans and PPAs to the MATATAG Agenda	School Presentation of their Realignment to the MATATAG Agenda – Part 4 Closing Program Nationalistic Song Prayer Reflection and Commitment (from Principals and Participants) Closing Remarks Awarding of Certificates of Participation Photo Opportunity Departure for Navotas
6:00 – 7:00 PM	Dinner	N/A
Emcees	Dr. Marco D. Meduranda EPS – English	Dr. Marco D. Meduranda EPS – English
Officer/s of the Day / Co-Facilitators / Energizers	Mr. John Terry E. Valdez Administrative Officer V	Engr. Noel M. Ecle Division Engineer

Time	Day 1 March 29, 2023	Day 2 March 30, 2023
	Mr. John Patrick D. Rosario Accountant III	Mr. June Fermin L. Javier Administrative Officer V Ms. Deb J. Ledesma Administrative Officer IV
Health Officer	Mr. Harry B. Abalos Nurse II	Mr. Harry B. Abalos Nurse II

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

School: **WAWA ELEMENTARY SCHOOL**

District: **NAVOTAS II**

Expenditure Items	APPROPRIATIONS					Total
	Government		Other Sources			
	School MOOE	DepEd Downloaded Fund	SERF	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					5,000.00
2. Project L.E.A.P. (Literacy Enhancement and Advancement Programs)	5,000.00					5,000.00
3. Project ENPROMA (Enhancement Program in Mathematics)	5,000.00					5,000.00
4. Project T.L.C. (Tutor-A-Learning Child)	2,000.00					1,000.00
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, Emphatize, Act, Reflect, Trust)	5,000.00					1,000.00
2. Intensified BSP, GSP, RCY membership campaign			1,000.00			8,000.00
3. Project Feag			1,000.00			
B. Other Co-Curricular Activities						
1. Nutrition Month	500.00			500.00		1,000.00
2. Festival of Talents	1,000.00			2,000.00		5,000.00
3. Sports Clinic					5,000.00	5,000.00
4. Family Day						5,000.00
V. GOVERNANCE						
A. Learning and Development						
1. Monthly LAC Sessions	35,000.00			5,000.00		40,000.00
2. Opening and Semestral Break Inset	40,000.00			5,000.00		45,000.00
3. Attendance/Participation to Trainings/Seminars across levels	30,000.00			5,000.00		35,000.00
B. Other Co-Curricular Activities						
1. SPG Election/Activity	500.00			500.00		1,000.00
3. Teachers Day	10,000.00			3,000.00		5,000.00
4. Buwan ng Wika	500.00			500.00		2,000.00
5. School Science Fair	500.00			500.00		1,000.00
6. United Nation Month	500.00			500.00		2,000.00
7. Reading Month	1,000.00			500.00		1,000.00
8. English Month	1,000.00			500.00		2,500.00
9. MAPEH Month	1,000.00			500.00		1,000.00
C. Procurement of Supplies and Materials						
1. Semi-Expandable Office Equipment	25,000.00		100,000.00			5,000.00
2. School/Office Supplies and Materials	35,000.00					50,000.00
3. Electrical Supplies	5,000.00			1,000.00		85,000.00
4. LMS/ICT Supplies	10,000.00		50,000.00			16,000.00
5. Instructional Supplies for Teachers/Video lesson production materials	25,000.00		100,000.00			5,000.00
6. Janitorial Supplies	20,000.00			3,000.00		2,000.00
7. Learner's ID	5,000.00				18,000.00	27,000.00
8. Medical/Dental Supplies	5,000.00			1,000.00		23,000.00
SUBTOTAL	273,500.00		891,080.00	181,000.00	25,000.00	175,000.00
						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):

Aldro C. Hoque
ALEJANDRO C. HOQUE
 Principal

Aldrin A. Engracia
ALDRIN A. ENGRACIA
 Budget Officer

John P. Rosario
JOHN P. ROSARIO
 Accountant III

Recommending Approval:

Approved:

Isabelle S. Serrano
ISABELLE S. SERRANO
 Education Program Supervisor
 Office In-Charge
 Office of the Assistant Schools Divisions Superintendent

John G. Bamez, Ceso VI
JOHN G. BAMEZ, CESO VI
 Schools Division Superintendent