

GUIDELINES:

GENERAL GUIDELINE: THE ACTIVITY IS EXCLUSIVE FOR DEPED EMPLOYEES.

SPECEFIC GUIDELINES

BEFORE THE TOUR:

1. TRAVEL LIGHT. EACH TO HIS OWN LUGGAGE. JUST BRING WHAT IS IMPORTANT AND WHAT YOU CAN CARRY. DO NOT DEPEND ON SOMEONE TO CARRY YOUR LUGGAGE.
2. EVERY PARTICIPANT SHOULD ALLOCATE BUDGET FOR HIS/HER OWN FOOD AND ACCOMMODATION.
3. WHAT TO BRING:
 - a. ID
 - b. Packed lunch on the first day to reduce stop over which will delay the trip
 - c. Something to protect you from rain or too much heat of the sun
 - d. Medicines from simple colds or fever and for those with medications
 - e. Perfume, lotion, make-up paraphernalia in small containers
 - f. Clothes enough for the duration of the tour
 - g. Food in between meals (if applicable)
 - h. Bottled water.
 - i. Disposable glass for emergency purposes
 - j. Fun run t-shirts and cityhood t-shirt/school t-shirt for use on 2nd and 3rd day respectively.

DURING THE TOUR:

1. DRINK BONAMINE AN HOUR BEFORE LEAVING (IF APPLICABLE)
2. FIRST COME, FIRST SERVE POLICY SHALL BE FOLLOWED. STRICTLY, NO RESERVATION SHALL BE ALLOWED.
3. SEAT PLAN WILL BE FILLED OUT UPON BOARDING.
4. ALWAYS CHECK THE ITINERARY.
5. STRICTLY OBSERVE SCHEDULE. DELAY IN DEPARTURE MAY RESULT TO CANCELLATION OF THE PLACE TO BE VISITED.
6. ALWAYS COORDINATE OR NOTIFY THE TOUR MANAGER WITH YOUR CONCERNS, PROBLEMS AND ISSUES. THE TOUR MANAGER IS AT THE SAME TIME THE TIME KEEPER WHO WILL REMIND THE PARTICIPANTS WITH THE TOUR ITINERARY AND TIME LIMIT PER STATION.
7. OBSERVE BUDDY SYSTEM. GET THE CONTACT NO. OF YOUR BUDDY AND THE TOUR MANAGER. PROVIDE RESPECTIVE TOUR MANAGER WITH YOUR CP NO.
8. OBSERVE RULES, REGULATION AND POLICIES IMPOSED BY EACH PLACE BEING VISITED. MISDEMEANOR OF ONE AFFECTS EVERYONE. EXAMPLE OF RESTRICTION IN MUSEUM: NO CAMERAS ALLOWED.
9. OBSERVE PROPER GARBAGE DISPOSAL INSIDE AND OUTSIDE THE BUS ESPECIALLY IN THE PLACES VISITED. A GARBAGE CONTAINER SHALL BE PROVIDED IN EVERY BUS.
10. NEVER DEViate FROM THE ITINERARY.
11. EVERYONE IS ENJOINED TO ACT LIKE A BOY/GIRL SCOUT.
12. BE PATIENT. HOPE FOR THE BEST BUT LAPSES CAN NOT BE AVOID.



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Binatagan, Ligao City
Telefax: (052) 202-0932/485-2496
Email: deped_ligaocity@yahoo.com

DIVISION MEMORANDUM
No. 45, s. 2015

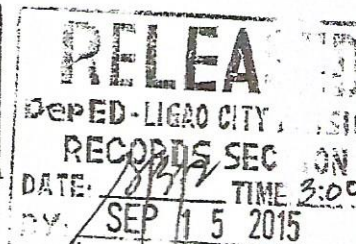
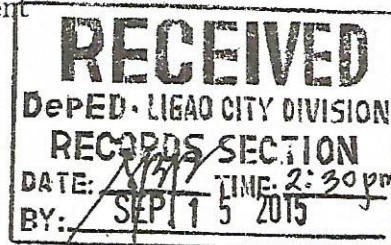
00306

September 15, 2015

R AND R (REST AND RECREATION) CUM TEAM-BUILDING

To: Acting Assistant Schools Division Superintendent

Section Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
Teaching and Non-Teaching Personnel
All Concerned



1. In view of the National Teachers' Month Celebration and with the support of the City Government of Ligao, the schools division office encourages personnel to participate in the "R and R (Rest and recreation) Cum Team-Building" in Quezon, Laguna and Manila. This aims to provide avenue for the teachers to gain new insights in life and profession by exposing them to new places and experiences on the following dates:

Batch 1	September 17-20, 2015	Secondary Schools
Batch 2	October 1-4, 2015	South and East District
Batch 3	October 8-11, 2015	West District

2. Participation in this activity is voluntary. Confirmation of participation must be done on or before September 15, 2015 and September 18, 2015 for Batches 1 and 2/3 respectively. Duly accomplished form for Confirmation of Participation must be submitted to the Technical Working Group (TWG) for this activity.
3. Non-participants are advised to hold regular classes to be supervised and monitored by personnel concerned.
4. Travelling expenses and portion of accommodation in Laguna and the entrance fees in places to be visited will be charged against the transportation allowance to be provided by the City Government of Ligao. Other expenses will be shouldered by the participants.
5. Information on the release of transportation allowance will be announced through the foster supervisors, PSDSs and School Heads.
6. Attached are the Guidelines of "R and R Cum Team-building"
7. A District based culminating activity on October 5, 2015, World Teacher' Day Celebration, to be participated in by all teaching and non-teaching personnel, who joined and did not join the R and R Cum Team-Building, will be spearheaded by the PSDSs of the 3 districts. Food expenses amounting to Php 160.00 per pax will be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
8. The activity plan/proposal for the said culminating event may be done in coordination with the APSTE leadership through Mr. Leo Moral, EPS-Pre School for approval by this Office.
9. For information, guidance and compliance.

MARIA LUISA P. SAMANIEGO
Assistant Schools Division Superintendent
Officer- In-Charge