



ISO 9001:2015

AUTHORITY TO TRAVEL
Division of Antipolo City

VERSION NO.
1.0

REVISION NO.
0.2

EFFECTIVITY DATE:
5 June 2018

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DEPED-4A-01D-TA01-18-6860

Division Reference Number

Click or tap here to enter text

Date 12 Nov 2018

NAME OF OFFICIAL/EMPLOYEE

DESIGNATION & STATION

TAÑADA, ROMINA G.
DE LEON JR., EDUARDO S.
GATLABAYAN, IMAN-BO L.
EBIO, CARLLIX G.
DAPENA, RENATO U.

LAST NAME, FIRST NAME MI*

Teacher - Maximo L. Gatlabayan MNHS ✓
Teacher - San Isidro ES ✓
Teacher - San Isidro NHS ✓
Teacher - San Roque NHS
Teacher - San Roque NHS

PURPOSE: Attendance to the 2018 National Accreditation Course for Officiating Officials

DESTINATION: Davao City

PERIOD OF TRAVEL

FROM

18 Nov 2018

TO

23 Nov 2018

Please Check: •

1. Official Business
 Cash Advance
 Reimbursement

2. Official Time

(NO EXPENSE to be incurred by the
Division Office/School)

Estimated Expense-

Registration Fee

Php

Transportation

Travel Allowance

13,000.00 each

On Travel Time only

Full Allowance

TOTAL ESTIMATED

EXPENSES

Php

13,000.00 each

Requested by:

for: LITO A. PALOMAR
OIC - Chief, CID / EPS - AP

Funds Available- for Official *

Business (specify the source of funds)

 Division Fund LSB Fund Others: Local Funds

Noted

 On Official Time Only Other Funds:

Approved:

DR. CARLITO D. ROCAFORT
Schools Division Superintendent /
OIC - Office of the Regional
Director

Recommending Approval: •

DR. ROMMEL C. BAUTISTA, CESQ V
Schools Division Superintendent

MRS. RAQUEL F. ESGUERRA
Division Accountant III

REMARKS: