



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-TA01-18-6984

Division Reference Number Date **14 Nov 2018**

NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
DEL MONTE JR., ALBENO L. TAYONA, MICHAEL T. ARNAIZ, RODIEN DUNHILL C. LOZANO, REYNALDO P. AREVALO, MARIA MICHELLE L. <small>LASTNAME, FIRSTNAME MI*</small>	SEPS (SOC.MOB) - SDO ANTIPOLO PSDS - SDO ANTIPOLO TIC.CANUMAY ES - SDO ANTIPOLO OIC. APIA ES - SDO ANTIPOLO TIC. LIBIS ES - SDO ANTIPOLO

PURPOSE: ONE MERALCO FOUNDATION'S ENERGIZED SCHOOL

DESTINATION: THEATER LOUNGE OF THE MANILA ELECTRIC COMPANY IN ORTIGAS, PASIG CITY

PERIOD OF TRAVEL FROM **16 Nov 2018** TO

Please Check:- 1. <input type="checkbox"/> Official Business <input type="checkbox"/> Cash Advance <input type="checkbox"/> Reimbursement 2. <input type="checkbox"/> Official Time <small>(NO EXPENSE to be incurred by the Division Office/School)</small>	Estimated Expense- Registration Fee Php Transportation <u>200.00 (each)</u> Travel Allowance _____ On Travel Time only _____ Full Allowance _____ TOTAL ESTIMATED EXPENSES Php <u>1000.00</u>
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Requested by: DR. JONATHAN P. DOMINGO <small>CHIEF - School Governance & Operations Division</small>	Funds Available- for Official * <small>Business (Specify the source of funds)</small> <input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input type="checkbox"/> Others: <u>Local Fund</u>	Approved: DR. CARLITO D. ROCAFORT <small>Schools Division Superintendent/ OIC - Office of the Regional Director</small>
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Recommending Approval:- DR. ROMMEL C. BAUTISTA, CESOV <small>Schools Division Superintendent</small>	Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: MRS. RAQUEL F. ESGUERRA <small>Division Accountant II</small>
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