



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-TA01-18-6857

Division Reference Number

Click on the text to enter text

Date 12 Nov 2018

8270

NAME OF OFFICIAL/EMPLOYEE

DESIGNATION & STATION

HILARIO, JEROME C.
BUENAVENTURA, LORNA
LAST NAME, FIRST NAME, MI

Master Teacher – Mayamot NHS
Master Teacher – Dela Paz NHS

PURPOSE: Attendance to the Review and Finalization of Master Teachers Development Program (MTPDP) Modules

DESTINATION: Robbinsdale Residences, Aranela Avenue, Quezon City near SM Sta mesa-

PERIOD OF TRAVEL FROM 12 Nov 2018- TO 16 Nov 2018-

Please Check: -

- Official Business
 Cash Advance
 Reimbursement
- Official Time
Not covered by the Division Office/Division

Estimated Expense-

Registration Fee	Php	
Transportation		
Travel Allowance		400.00 / day
On Travel Time only		
Full Allowance		
TOTAL ESTIMATED EXPENSES		Php 400.00 / day

Requested by:

[Signature]
LITO PALOMAR
OIC - Chief, CO / EPS - AP

Funds Available- for Official *

- Business (specify the source of funds)
- Division Fund
 - LSB Fund
 - Others: MOOE/Local

Funds

Approved:

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

Recommending Approval: -

[Signature]
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Noted

- On Official Time Only
- Other Funds:

[Signature]
MRS. RAQUEL F. ESGUERRA
Division Accountant III

REMARKS: