



ISO 9001 : 2015



**AUTHORITY TO TRAVEL**  
 Division of Antipolo City  
**BAGONG NAYON II HIGH SCHOOL**

VERSION NO.  
1.0REVISION NO.  
0.2EFFECTIVITY DATE:  
5 June 2018

Page 1 of 1



DEPED-4A-01D-TA01-18-6858

|   |      |                                   |            |
|---|------|-----------------------------------|------------|
| Division Reference Number   | 8271 | Date                              | 9 Nov 2018 |
| NAME OF OFFICIAL/EMPLOYEE   |      | DESIGNATION & STATION             |            |
| Gebilaguin Maricel L.<br><small>LAST NAME, FIRST NAME MI*</small> |      | Teacher III - Bagong Nayon II NHS |            |

PURPOSE: Attendance to International Research Conference

DESTINATION: SMX CONVENTION CENTER MANILA PHILIPPINES

|                  |      |             |    |             |
|------------------|------|-------------|----|-------------|
| PERIOD OF TRAVEL | FROM | 21 Jan 2019 | TO | 22 Jan 2019 |
|------------------|------|-------------|----|-------------|

|  |   |  |
|--|---|--|
| <b>Please Check: -</b><br>1. <input type="checkbox"/> Official Business<br><input type="checkbox"/> Cash Advance<br><input type="checkbox"/> Reimbursement<br>2. <input checked="" type="checkbox"/> Official Time<br><small>(NO EXPENSE to be incurred by the Division Office/School)</small> | <b>Estimated Expense-</b><br>Registration Fee<br>Transportation<br>Travel Allowance<br>On Travel Time only<br>Full Allowance<br><b>TOTAL ESTIMATED EXPENSES</b> | Php<br>8000.00<br>500.00<br>500.00<br>_____<br>_____<br>9,000.00<br>9,000.00 |
|--|---|--|

|   |  |  |
|---|--|--|
| <b>Requested by:</b><br><br><b>DR. ROWENA B. SISON</b><br>Principal III   | <b>Funds Available- for Official *</b><br><small>Business (specify the source of funds)</small><br><input type="checkbox"/> Division Fund<br><input type="checkbox"/> LSB Fund<br><input checked="" type="checkbox"/> Others: <u>Personal Fund</u> | <b>Approved:</b><br><br><b>DR. CARLITO D. ROCAFORT</b><br>Schools Division Superintendent /<br>OIC-Office of the Asst. Regional Director |
| <b>Recommending Approval: -</b><br><br><b>DR. ROMMEL C. BAUTISTA, CESO V</b><br>Schools Division Superintendent | <b>Noted</b><br><input type="checkbox"/> On Official Time Only<br><input type="checkbox"/> Other Funds:<br><br><b>KAREN S. LAURORA</b><br>Senior Bookkeeper  |  |

**REMARKS:**