



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Code: DF01-01SDS-18

Effectivity date: May 2018

Version No: 1.0

Office/Unit:

Revision No: 00

Office of the Schools
 Division Superintendent

Subject:

Internal Authority to Travel

Division Reference Number	<i>S209</i>	Date	12 Nov 2018-
NAME OF OFFICIAL/EMPLOYEE		DESIGNATION & STATION	
Please see attached list LAST NAME, FIRST NAME MI*			
PURPOSE: Final Lay-out and proof reading of materials for the 2018 Silver Guronasyon			
DESTINATION: GFI Office Ynares Center, and Binangonan Office			
PERIOD OF TRAVEL	FROM	12 Nov 2018-	TO 12 Nov 2018-
Please Check: -		Estimated Expense-	
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	Php _____
<input type="checkbox"/> Cash Advance		Transportation	_____
<input checked="" type="checkbox"/> Reimbursement		Travel Allowance	150.00
2. <input type="checkbox"/> Official Time		On Travel Time only	_____
(NO EXPENSE to be incurred by the Division Office/School)		Full Allowance	_____
		TOTAL ESTIMATED EXPENSES	Php <u>150.00 each</u>
Requested by:		Funds Available- for Official Business (specify the source of funds)	
 DR. GLORIA C. ROQUE OIC- Asst. Schools Division Superintendent		<input checked="" type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: <u>Canteen</u> Funds _____	
		Noted	
		<input type="checkbox"/> On Official Time Only	
		<input type="checkbox"/> Other Funds:	
		 MRS. RAQUEL ESGUERRA Division Accountant III	
Approved:			
 DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent			
REMARKS:			



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TWG STAFF FOR GURONASYON SILVER ANNIVERSARY

1. **Cristina Salazar**
2. **Reynaldo Andrade**
3. **Gayle Malibiran**
4. **Ryan Faura**
5. **Samson Edillo**
6. **Ainie Wuani**
7. **Josephine Primo**
8. **Bernadette Songalia**
9. **Joann Bernardine Ladines**
10. **Melvin Atole**
11. **Kaisan Abao**
12. **Maria Florabel Tolentino**
13. **Mark Gabion**
14. **John Joseph Atanacio**
15. **Glen Magana**
16. **Jeffmark Penaredondo**
17. **Grazielle Carreon**
18. **Ramon de Vera**
19. **Manuel Septimo**
20. **Mark Honrade**
21. **Eric Dela Vega**
22. **Ronald Malicdem**
23. **Richilo Iaceda**