



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		8152		Date	25 Oct 2018
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
Please see Attached			Please see Attached		
PURPOSE: Attendance to the Guronasyon Silver 2018 Meeting					
DESTINATION: GFI Building Duavit Compound Binangonan Rizal ✓					
PERIOD OF TRAVEL	FROM	8 Nov 2018	TO	9 Nov 2018	
Please Check: -		Estimated Expense-			
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	Php	100	
<input type="checkbox"/> Cash Advance		Transportation		400.00 per day	
<input type="checkbox"/> Reimbursement		Travel Allowance			
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	400.00 per day	
Requested by:		Funds Available- for Official	Approved:		
for: LITO A. PALOMAR		* Business (specify the source of funds)	DR. ROMMEL C. BAUTISTA, CESO V		
OIC-Chief, CID / EPS - AP		<input type="checkbox"/> Division Fund	Schools Division Superintendent		
		<input type="checkbox"/> LSB Fund			
		<input checked="" type="checkbox"/> Others:			
		Noted			
		<input type="checkbox"/> On Official Time Only			
		<input type="checkbox"/> Other Funds:			
		MRS. RAQUEL F. ESGUERRA			
		Division Accountant III			
REMARKS:					

FILE COPY



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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**