



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

Code:  
DF01-01SDS-18  
 Version No:  
1.0  
 Revision No:  
00

Effectivity date:  
May 2018  
 Office/Unit:  
**Office of the Schools  
 Division Superintendent**

Subject:

**Internal Authority to Travel**

Division Reference Number		8471		Date	14 Nov 2018		
NAME OF OFFICIAL/EMPLOYEE				DESIGNATION & STATION			
TOLENTINO, MA. FLORABEL M. MAGANA, GLEN CARREON, GRAZIELLE PINAREDONDO, JEFFMARK LACEDA, RICHILO <small>LASTNAME, FIRSTNAME MI*</small>				ITO I - SDO ANTIPOLO TEACHER - SDO ANTIPOLO TEACHER - SDO ANTIPOLO TEACHER - SDO ANTIPOLO TEACHER - SDO ANTIPOLO			
PURPOSE: FINAL LAY-OUT AND PROOF READING OF MATERIALS FOR THE 2018 SILVER GURONASYON							
DESTINATION: GOVERNOR'S OFFICE, YNARES CENTER							
PERIOD OF TRAVEL		FROM	15 Nov 2018		TO	15 Nov 2018	
Please Check:-			Estimated Expense-				
1. <input checked="" 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>			Registration Fee		Php		
			Transportation				100.00
			Travel Allowance				
			On Travel Time only				
			Full Allowance				
			TOTAL ESTIMATED EXPENSES		Php		100.00
Requested by:			Funds Available- for Official			Approved:	
 <b>DR. GLORIA C. ROQUE</b> OIC - Assistants School Division Superintendent			* Business (specify the source of funds)			 <b>DR. ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent	
			<input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: <b>SCHOOL FUND</b>				
			<b>Noted</b> <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:				
			 <b>MRS. RAQUEL F. ESGUERRA</b> Division Accountant III				
REMARKS:							



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**Office of the Schools  
 Division Superintendent**

Subject:

**Internal Authority to Travel**

Division Reference Number 2474 Date 12 Nov 2018

NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
MAGANA, GLEN CARREON, GRAZIELLE PENAREDONDO, JEFFMERK LACEDA, RICHILO FAURA, RYAN SONGALIA, BERNADETTE SORIA, JOANNE LACERNA, JOANA BERNADINE <small>LASTNAME, FIRSTNAME MI*</small>	SDO - ANTIPOLO MAXIMO L. GATLABAYAN MNHS - SDO ANTIPOLO MUNTINDILAW NHS - SDO ANTIPOLO JUAN SUMULONG ES - SDO ANTIPOLO SAN ISIDRO NHS - SDO ANTIPOLO ANTIPOLO NHS - SDO ANTIPOLO INUMAN ES - SDO ANTIPOLO ANTIPOLO NHS - SDO ANTIPOLO

PURPOSE: Attendance to FINAL LAY-OUT AND PROOF READING OF MATERIALS FOR THE 2018 GURONASYON

DESTINATION: GFI OFFICE YNARES CENTER, AND BINANGONAN OFFICE

PERIOD OF TRAVEL FROM 13 Nov 2018 TO 14 Nov 2018

Estimated Expense-	Php
Registration Fee	
Transportation	<u>200.00 (each)</u>
Travel Allowance	
On Travel Time only	
Full Allowance	
<b>TOTAL ESTIMATED EXPENSES</b>	<b>1400.00</b>

- Please Check:-**
- Official Business  
 Cash Advance  
 Reimbursement
  - Official Time  
(NO EXPENSE to be incurred by the Division Office/School)

**Requested by:**  
  
**DR. GLORIA C. ROQUE**  
 OIC- Asst. Schools Division Superintendent

**Funds Available-** for Official \* Business (specify the source of funds)  
 Division Fund  
 LSB Fund  
 Others: \_\_\_\_\_

**Noted**  
 On Official Time Only  
 Other Funds:

**MRS. RAQUEL ESGUERRA**  
 Division Accountant III

**Approved:**  
  
**DR. ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent