



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 0729 Date January 8, 2019

NAME OF OFFICIAL/EMPLOYEE

DESIGNATION & STATION

LUDOVICE, JOHN REYMAR C.

Teacher I, Mambugan NHS

LAST NAME, FIRST NAME MI\*

PURPOSE: Attendance to the Mass training on Rondalla for Music Teacher

DESTINATION: TICC, Tagaytay City

PERIOD OF TRAVEL FROM January 7, 2019 TO January 11, 2019

Please Check: -

1.  Official Business  
 Cash Advance  
 Reimbursement
2.  Official Time  
(NO EXPENSE to be incurred by the  
Division Office/School)

Estimated Expense-

Registration Fee	Php	
Transportation		<u>400.00</u>
Travel Allowance		<u>500.00</u>
On Travel Time only		
Full Allowance		
TOTAL ESTIMATED		
EXPENSES		Php <u>900.00</u>

Requested by:

  
**MRS. ANNA LYN P. RAYMUNDO**  
Principal III - Mambugan NHS

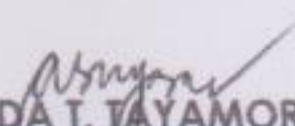
Funds Available- for Official

\* Business (specify the source of funds)

- Division Fund  
 LSB Fund  
 Others: \_\_\_\_\_

Noted

- On Official Time Only  
 Other Funds:

  
**MS. AIDA T. TAYAMORA**  
Senior Bookkeeper

Approved:

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

REMARKS: