## AUTHORITY TO TRAVEL
Division of Antipolo City

<table>
<thead>
<tr>
<th>Division Reference Number</th>
<th>Date</th>
<th>Designation &amp; Station</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29 Nov 2018</td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF OFFICIAL/EMPLOYEE**

Please see Attached

**PURPOSE:** 4th T.I.P Inter High School Regional Oratorical & Academic Competition 2019

**DESTINATION:** Building 9 TIP Quezon City

**PERIOD OF TRAVEL**

**FROM** January 11, 2019  **TO**

Please Check:

1. [ ] Official Business
   - [ ] Cash Advance
   - [ ] Reimbursement
2. [ ] Official Time
   - [ ] No Expense to be incurred by the Division Office

**Estimated Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Php</th>
<th>400 each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Travel Time only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Allowance</td>
<td></td>
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</tbody>
</table>

**Total Estimated Expenses**

**Requested by:**

[Signature]

Cristina C. Salazar

**Recommended Approval:**

[Signature]

Dr. Rommel G. Bastistaceto

**Funds Available for Official Business:**

[ ] Division Fund

[ ] LSB Fund

[ ] Others: (State Funds)

**Approved:**

[Signature]

Dr. Carlito D. Rocafort

Schools Division Superintendent/CIC
Office of the Regional Director

**Noted:**

[ ] On Official Time Only

[ ] Other Funds:

**REMARKS:**

[Signature]

Mrs. Raquel F. Esquerra
Division Accountant II
January 3, 2019

DR. ROMMEL C. BAUTISTA, CESO V
City Schools Division Superintendent
City of Antipolo

Attention: MRS. CRISTINA C. SALAZAR
EPS-ENGLISH

Sir:

This is to submit the following Coaches and Student Participants for the 4th TIP Inter High School Regional Oratorical and Academic Competition 2019 who will be competing on January 11, 2019:

1. Vhemmuel Barraca – student
2. Pauline Guinoo – student
3. Marvin Noble – student
4. Faith Marie Caro- student
5. Mary Grace Morales- coach
6. Ma. Rowena Apelo - coach

Requesting travel order for the aforementioned names.

For your record and ready reference

Thank you very much.

Respectfully,

DR. ROMMEL S. BELTRAN
Principal IV