



ISO 9001 : 2015

**AUTHORITY TO TRAVEL**  
Division of Antipolo City

VERSION NO. 1.0    REVISION NO. 0.2    EFFECTIVITY DATE: 5 June 2018    Page 1 of 4



Division Reference Number *12345*    Date **January 10, 2019**

**NAME OF OFFICIAL/EMPLOYEE**  
BURGONIA, MELANIE F.  
DR. TORTOZA, MARICEL  
LAGARDE, MARGIE R.  
LAST NAME: FIRSTNAME MI \*

**DESIGNATION & STATION**  
EPS - EPP/TLE  
Principal/Kaysakat ES  
HT/Sapinit ES  
Click or tap here to enter text.

**PURPOSE:** Attendance to the National training of Trainers on the Enhancement of PRIMALS 4-6 and Pedagogical Relooling for Adept Delivery of Content Areas 4-6

**DESTINATION:** Hotel, Makati City

**PERIOD OF TRAVEL** FROM **January 13, 2019** TO **January 26, 2019**

**Please Check:**

- 1.  Official Business
- Cash Advance
- Reimbursement
- 2.  Official Time

(NO EXPENSE to be issued by the Division Office/School)

**Estimated Expense:**

Registration Fee	Php	
Transportation		400.00 each
Travel Allowance		400.00
On Travel Time only		
Full Allowance		
<b>TOTAL ESTIMATED EXPENSES</b>	Php	<b>800 each</b>

**Requested by:**  
*[Signature]*  
**LITO A. PALOMAR**  
OIC-Chief, CID / EPS - AP

**Funds Available- for Official \***  
Business expense for source of funds

- Division Fund
- LSR Fund
- Others: (HRTD Funds)

**Approved:**  
  
**DR. CARLITO D. ROCAFORT**  
Schools Division Superintendent/OIC  
Office of the Regional Director

**Recommending Approval:**  
*[Signature]*  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**Noted**

- On Official Time Only
- Other Funds:

**MRS. RAQUEL F. ESGUERRA**  
Division Accountant II

*[Signature]*  
**ANN GERALYN F. PELIAS**  
Chief Administrative Officer  
Administrative Division

**REMARKS:**