



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE 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: 0706 Date: 18 Jan 2019

NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
JEFFMARK PINAREDONDO <small>LAST NAME, FIRST NAME MI*</small>	Munfindilaw NHS

PURPOSE: Attendance to Hub Human FREE Software Training Workshop

DESTINATION: Hotel Dominique, Tagaytay City

PERIOD OF TRAVEL: FROM **30 Jan 2019-** TO **1 Feb 2019-**

Estimated Expense-	
Registration Fee	Php _____
Transportation	_____ 1,500.00
Travel Allowance	_____
On Travel Time only	_____
Full Allowance	_____
TOTAL ESTIMATED EXPENSES	Php 1,500.00 each

Requested by:

[Signature]
DR. GLORIA C. ROQUE
 Asst. Schools Division
 Superintendent

Funds Available- for Official
 * Business (specify the source of funds)
 Division Fund
 LSB Fund
 Others: Local Fund /
MOOE

Noted
 On Official Time Only
 Other Funds:

[Signature]
MRS. RAQUEL F. ESGUERRA
 Division Accountant III

Approved:

[Signature]
DR. ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

REMARKS: