



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

Code:  
DFD1-01SDS-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

0132

Date

January 7, 2019

Please see Attached

Please see Attached

LAST NAME, FIRST NAME MI \*

**PURPOSE:** Attendance to the External Audit to Division of Tanauan City

**DESTINATION:** Tanauan City

**PERIOD OF TRAVEL**

**FROM**

8 Jan 2019-

**TO**

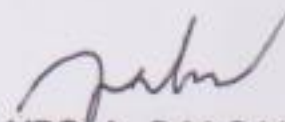
**Please Check: -**

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         |     | 400.00 per day      |
| Travel Allowance       |     | 600.00              |
| On Travel Time only    |     |                     |
| Full Allowance         |     |                     |
| <b>TOTAL ESTIMATED</b> |     |                     |
| <b>EXPENSES</b>        |     | Php <u>1,000.00</u> |

**Requested by:**

  
**LITO A. PALOMAR**  
OIC-Chief, CID / EPS - AP


**Funds Available-** for Official

- \* Business (specify the source of funds)
- Division Fund
  - LSB Fund
  - Others:

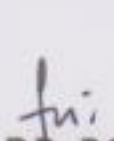
MOOE/Local Funds

**Noted**

- On Official Time Only
- Other Funds:

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

**Approved:**

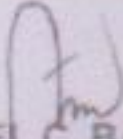
  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**REMARKS:**



**MEMORANDUM**

**TO :** DIVISION INTERNAL AUDITORS CONCERNED

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

**SUBJECT :** EXTERNAL AUDIT TO DIVISION OF TANAUAN CITY

**Date :** January 4, 2019

Please be informed that the following Division Internal Auditors listed below will join the Second Party Audit requested by the Division of Tanauan City on Tuesday, January 8, 2019 in the division office of Tanauan City.

Auditors are assigned to the following teams so as to prepare for the Audit Checklist/Questions to be asked from the auditees and for the documents to look for. Listed below are the teams and assigned division/unit to be audited.

**Top Management**

Team Leader - Engr. Madiel Verzola  
Members - Cristina C. Salazar  
- Noel Meriño

**OSDS**

Team Leader - Flora D. Cahapay  
Members - Florabel M. Tolentino  
- Phanny Ramos

**CID**

Team Leader - Mary Grace F. Santiago  
Members - Vivienne C. Martinez  
- Lito A. Palomar

**SGOD**

Team Leader - Dr. Isabel M. Gonzales  
Members - Arlene M. Tayona  
- Dr. Gayle J. Malibiran

For your information and compliance.

UM. 04 s. 2019  
@CCS