



ISO 9001:2015

**AUTHORITY TO TRAVEL**  
Division of Antipolo City

VERSION NO. 1.0	REVISION NO. 0.2	EFFECTIVITY DATE: 8 June 2018	Page 1 of 1
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Division Reference Number: *Click on [icon] here to enter text.* Date: 10 Jan 2018-

NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
TAYONA, ARLENE I. MACAPIA, SUSAN M. DORMIENDO, SALOME E. <small>LATHAWE, ROSAMARIE*</small>	SEPS (HRTD) - SDO ANTIPOLO TEACHER III (Mayamat ES) - SDO ANTIPOLO TEACHER III (Mombugan NHS) - SDO ANTIPOLO

PURPOSE: CYBERSAFETY IN SCHOOLS TRAINING

DESTINATION: ST. GILES MAKATI HOTEL, MAKATI AVENUE COR. KALAYAAN AVENUE, MAKATI CITY

PERIOD OF TRAVEL FROM 13 Jan 2019- TO 16 Jan 2019-

Please Check:- 1. <input type="checkbox"/> Official Business <input type="checkbox"/> Cash Advance <input type="checkbox"/> Reimbursement 2. <input type="checkbox"/> Official Time <small>NO EXPENSE to be incurred by the Division Office/School</small>	Estimated Expense-	
	Registration Fee	Php _____
	Transportation	500.00 (each)
	Travel Allowance	_____
	On Travel Time only	_____
	Full Allowance	_____
	<b>TOTAL ESTIMATED EXPENSES</b>	<b>1,500.00</b>
		Php _____

<b>Requested by:</b>   <b>DR. JONATHAN P. DOMINGO</b> CHIEF - School Governance & Operations Division	<b>Funds Available- for Official:</b> Business (Specify the source of fund) <input type="checkbox"/> Division Fund <input type="checkbox"/> L58 Fund <input type="checkbox"/> Other: _____	<b>Approved:</b>  <b>DR. CARLITO D. ROCAFORT</b> Schools Division Superintendent / OIC - Office of the Regional Director
<b>Recommending Approval:</b>   <b>DR. ROMMEL C. BAUTISTA CESO V</b> Schools Division Superintendent	Nailed <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: _____   <b>MRS. RAQUEL P. ESGUERRA</b> Division Accountant II	 <b>ANN GERALYN P. PELIAS</b> Chief Administrative Officer Administrative Division

REMARKS: