



ISO 9001 : 2015



AUTHORITY TO TRAVEL
 Division of Antipolo City
 Bagong Nayong II National HS

VERSION NO.
1.0REVISION NO.
0.2EFFECTIVITY DATE:
5 July 2018

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DEPED-4A-01D-TA01-19-1031

Division Reference Number

1430

Date 17 Jan 2019

NAME OF OFFICIAL/EMPLOYEE

DESIGNATION & STATION

SENIDO, MARK-FRANCIS G.

TEACHER I

LASTNAME, FIRSTNAME MI *

PURPOSE: ATTENDANCE ON NATIONAL SEMINAR ON TEACHERS RIGHT AND EMPOWEMENT, CHILDRENS PROTECTION AND WELFARE

DESTINATION: BENITEZ HALL, TEACHER'S CAMP, BAGUIO CITY

PERIOD OF TRAVEL

FROM

22 Feb 2019

TO

24 Feb 2019

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	3,000
Transportation		1,580
Travel Allowance		300

On Travel Time only

Full Allowance

TOTAL ESTIMATED

EXPENSES

Php

4,880

Requested by:

[Signature]
 MR. RONALDO I. ATA
 Principal III

Funds Available- for Official *

Business (specify the source of funds)

- Division Fund
 LSB Fund
 Others: School MOOE

Approved:

[Signature]
 DR. CARLITO D. ROCAFORT
 Schools Division Superintendent
 /OIC- Office of the Asst.
 Regional Director

Recommending Approval:-

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

Noted

- On Official Time Only
 Other Funds:

[Signature]
 KAREEN S. SUAREZ
 Senior Bookkeeper

[Signature]
 ANGELINA R. MENDIOLA
 Supervising Administrative Officer

REMARKS: