**AUTHORITY TO TRAVEL**
Division of Antipolo City

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

<table>
<thead>
<tr>
<th>Division Reference Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on tag to enter text</td>
<td>31 Jan 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF OFFICIAL/EMPLOYEE</th>
<th>DESIGNATION &amp; STATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berosil, Rochelle F.</td>
<td>Teacher - ACN Science &amp; Technology HS</td>
</tr>
<tr>
<td>Lleto, Ma. Leoneth Q.</td>
<td>Teacher - ACN Science &amp; Technology HS</td>
</tr>
<tr>
<td>Samonte, Sharelfe G.</td>
<td>Student - ACN Science &amp; Technology HS</td>
</tr>
<tr>
<td>Magpoc, Joshua Ray A.</td>
<td>Student - ACN Science &amp; Technology HS</td>
</tr>
<tr>
<td>Tapales, Endiraq Margaret C.</td>
<td>Student - ACN Science &amp; Technology HS</td>
</tr>
<tr>
<td>Crisostomo, Rudinant Cristoffer G.</td>
<td>Student - ACN Science &amp; Technology HS</td>
</tr>
</tbody>
</table>

**PURPOSE:** Attendance to the 2nd National Science and Technology Fair (NSEF) Philippines

**DESTINATION:** Teacher's Camp, Baguio City

**PERIOD OF TRAVEL**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Feb 2019</td>
<td>3 Feb 2019</td>
</tr>
</tbody>
</table>

**Please Check:**
1. ☐ Official Business
   ☐ Cash Advance
   ☐ Reimbursement
2. ☑ Official Time
   ☐ EXPENSE to be incurred by the Division Office/Office

**Estimated Expenses:**
- Registration Fee
- Transportation
- Travel Allowance
  - On Travel Time only
  - Full Allowance
  - TOTAL ESTIMATED EXPENSES Php 400.00 each

**Funds Available:**
- ☐ Official Business (Specify the source of funds)
- ☐ Division Fund
- ☐ LSI Fund
- ☐ Others: Personal Funds

**Requested by:**

[Signature]
Lito A. Palomar
OIC-Chief, CID / EPS - AP

**Recommended Approval:**

[Signature]
Dr. Rommel C. Batista, CESQ V
Schools Division Superintendent

**Noted:**
- ☐ On Official Time Only
- Other Funds: Personal Funds

**Approved:**

[Signature]
Dr. Carlito D. Rocafort
Schools Division Superintendent / OIC - Office of the Regional Director

**REMARKS:**