



ISO 9001:2015

AUTHORITY TO TRAVEL
Division of Antipolo City

VERSION NO.
1.0

REVISION NO.
0.2

EFFECTIVITY DATE
5 June 2018

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DEPED-4A-01D-TA01-19-698

Division Reference Number

Click at top here to enter text *0956*

Date 31 Jan 2019

NAME OF OFFICIAL/EMPLOYEE

DESIGNATION & STATION

JIMENEZ, ISRAEL G.
ALEJO, AMELIA P.
CASTAÑEDA, GLADYS B.
LAST NAME FIRST NAME MI*

Teacher - Muntindilaw NHS
Teacher - Muntindilaw NHS
Teacher - Muntindilaw NHS

PURPOSE: Attendance to the Bureau of Agricultural Research (BAR) Seminar Series for January

DESTINATION: BAR Annex, Ground Floor, Visayas Avenue, cor. Elliptical Road, Diliman, Quezon City

PERIOD OF TRAVEL

FROM

31 Jan 2019

TO

31 Jan 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

Transportation

Travel Allowance

On Travel Time only

Full Allowance

TOTAL ESTIMATED

EXPENSES

Php

400 each

400.00 each

400.00 each

Requested by:

[Signature]
LITO A. PALOMAR
OIC-Chief, CID / EPS - AP

Funds Available- for Official *

Business (Specify the source of funds)

Division Fund

LSB Fund

Others: Personal Funds

Noted

On Official Time Only

Other Funds:

Personal Funds ✓

Approved:

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

Recommending Approval: -

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

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

REMARKS: