



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-TA01-19-878

Division Reference Number		Click or <i>MRW</i> to enter text.		Date	7 Feb 2019.
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
Sharon Mae M. Jaranta Shleia Marie M. Gaviola			Teacher – Cupang Elementary School Teacher – Cupang Elementary School		
PURPOSE: TO ATTEND RESEARCH ADVOCACY FOR COMMUNITY EMPOWERMENT (RACE) 2019- CALL FOR PAPERS					
DESTINATION: TAGUM CITY, PHILIPPINES					
PERIOD OF TRAVEL	FROM	28 Feb 2019.	TO	28 Feb 2019	
Please Check: -		Estimated Expense-			
1. <input type="checkbox"/> Official Business		Registration Fee	Php		
<input type="checkbox"/> Cash Advance		Transportation			
<input type="checkbox"/> Reimbursement		Travel Allowance		<u>(EACH) 2000.00</u>	
2. <input checked="" type="checkbox"/> Official Time		On Travel Time only			
<small>(NO EXPENSE to be incurred by the Division Office/School)</small>		Full Allowance			
		TOTAL ESTIMATED		<u>4,000.00</u>	
		EXPENSES	Php	<u>4,000.00</u>	
Requested by:		Funds Available- for Official *		Approved:	
<i>[Signature]</i>		Business (Specify the source of funds)		DR. CARLITO D. ROCAFORT	
DR. JONATHAN P. DOMINGO		<input type="checkbox"/> Division Fund		Schools Division Superintendent/ OIC – Office of the Regional Director	
SGDD-CHIEF		<input type="checkbox"/> LSB Fund			
		<input checked="" type="checkbox"/> Others <u>Personal Fund</u>			
Recommending Approval: -		Noted			
<i>[Signature]</i>		<input type="checkbox"/> On Official Time Only			
DR. ROMMEL C. BAUTISTA, CESO V		<input type="checkbox"/> Other Funds:			
Schools Division Superintendent					
		MRS. RAQUEL E. ESGUERRA		<i>[Signature]</i>	
		Division Accountant III		ANN GERALYN PELIAS	
				Chief Administrative Officer Administrative Division	
REMARKS:					