



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Code:
DF01-01SDS-18

Effectivity date:
May 2018

Version No:
1.0

Office/Unit:

Revision No:
00

**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

Division Reference Number		1480		Date		February 26, 2019	
ZAPANTA, MARILYN D. DR. SISON, ROWENA B. SANTIAGO, MARY GRACE F. MAGLAQUI, RUTH C. <small>LAST NAME, FIRST NAME MI*</small>				PSDS/ District I-C Principal IV Principal II Master Teacher I			
PURPOSE: Honorary Officers, Council Board and Division GSP-In-Charge Meeting							
DESTINATION: Niogan Elementary School, Pililia Rizal							
PERIOD OF TRAVEL		FROM		26 Feb 2019-		TO	
						26 Feb 2019	
Please Check: -		Estimated Expense-					
1. <input checked="" type="checkbox"/> Official Business		Registration Fee		Php		200	
<input type="checkbox"/> Cash Advance		Transportation					
<input type="checkbox"/> Reimbursement		Travel Allowance					
2. <input type="checkbox"/> Official Time		On Travel Time only					
<small>(NO EXPENSE to be incurred by the Division Office/School)</small>		Full Allowance					
		TOTAL ESTIMATED					
		EXPENSES		Php		200	
Requested by:		Funds Available- for Official		Approved:			
		* Business (specify the source of funds)					
LITO A. PALOMAR		<input type="checkbox"/> Division Fund		DR. ROMMEL C. BAUTISTA, CESO V			
OIC-Chief, CID / EPS - AP		<input type="checkbox"/> LSB Fund		Schools Division Superintendent			
		<input type="checkbox"/> Others:					
		MOOE/Local Funds					
		Noted					
		<input type="checkbox"/> On Official Time Only					
		<input checked="" type="checkbox"/> Other Funds:					
		MRS. RAQUEL F. ESGUERRA					
		Division Accountant III					



GIRL SCOUTS OF THE PHILIPPINES

Central Luzon Region

RIZAL COUNCIL

ANTIPOLO, LAS PIÑAS, MALABON, MARIKINA, MUNTINLUPA,
NAVOTAS, PARAÑAQUE, RIZAL, SAN JUAN & TAGUIG-PATEROS

18 February 2019

Dr. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
Division of City Schools
Antipolo City

Dear Dr. Bautista:

With reference to our letter date February 11, 2019, please know that this meeting of the **Honorary Officers, Council Board and Division GSP In-charge Meeting** has been reset to **Tuesday, 26 February, 10:00 o'clock in the morning, still hosted by the District of Pililla.**

In the light of the above, may we request anew your presence and that of the following to this important gathering:

1. Ms. Marilyn D. Zapanta
2. Dr. Rowena B. Sison
3. Ms. Mary Grace F. Santiago
4. Ms. Ruth C. Maglaqui

Praying for your affirmative response for which we will be grateful.

Warmest regards and best wishes.

Very truly yours,

Ma. Jesusa S. Sampang
Council Executive