# Internal Authority to Travel

**Division Reference Number:** 1480  
**Date:** February 26, 2019  
**PSDS/ District I-C:** Principal IV  
**Principal II:** Master Teacher I

<table>
<thead>
<tr>
<th>Last Name, First Name(s)</th>
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<tbody>
<tr>
<td>ZAPANTA, MARILYN D.</td>
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<td>DR. SISON, ROWENA B.</td>
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<td>SANTIAGO, MARY GRACE F.</td>
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<tr>
<td>MAGLAQUI, RUTH C.</td>
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**PURPOSE:** Honorary Officers, Council Board and Division GSP-In-Charge Meeting  
**DESTINATION:** Niogan Elementary School, Pililia Rizal

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<tr>
<th>PERIOD OF TRAVEL</th>
<th>FROM</th>
<th>TO</th>
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<td>26 Feb 2019-26 Feb 2019</td>
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**Please Check:**  
1. ☐ Official Business  
   ☐ Cash Advance  
   ☐ Reimbursement  
2. ☐ Official Time  
   (NO EXPENSE to be incurred by the Division Office/School)

**Estimated Expenses:**  
- Registration Fee: Php 200  
- Transportation  
- Travel Allowance  
- On Travel Time only  
- Full Allowance  
- TOTAL ESTIMATED EXPENSES: Php 200

**Requested by:**  
LITO A. PALOMAR  
OIC-Chief, CID / EPS - AP

**Approved:**  
DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

**Funds Available** for Official Business:  
- ☐ Division Fund  
- ☐ LSB Fund  
- ☐ Others: MOOE/Local Funds

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

**MOOE/Local Funds**  
MRS. RAQUEL F. ESGUERRA  
Division Accountant III
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