



AUTHORITY TO TRAVEL
 Division of Antipolo City
 Antipolo National High School

VERSION NO. 1.0 REVISION NO. 0.2 EFFECTIVITY DATE: 5 June 2018 Page 1 of 2



Division Reference Number	140	Date	18 Feb 2019
NAME OF OFFICIAL/EMPLOYEE		DESIGNATION & STATION	
GIRLIE D. NOMBRES		MASTER TEACHER I, ANHS	

PURPOSE: To attend the Curriculum Review (Intended Curriculum)
 DESTINATION: UP Hotel, Dillman, Quezon City

PERIOD OF TRAVEL	FROM	18 Feb 2019	TO	22 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	800.00	
2. <input checked="" type="checkbox"/> Official Time		On Travel Time only		
<small>(All expenses are incurred by the Division Office/Service)</small>		Full Allowance		
		TOTAL ESTIMATED EXPENSES	Php	800.00

Requested by:	Funds Available - for Official	Approved:
 DR. ROMMEL S. BELTRAN School Head	Business expense (for service of school) <input type="checkbox"/> Division Fund <input type="checkbox"/> ISB Fund <input checked="" type="checkbox"/> Others: <u>Local Funds</u>	DR. CARLITO D. ROCAFORT Schools Division Superintendent OIC - Office of the Assistant Regional Director
Recommending Approval: -	Noted	 ANGELINA R. MENDIOLA Supervising Administrative Officer
 DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent	<input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds: DANIEL M. YURABA Senior Bookkeeper	

REMARKS:



ISO 9001 : 2015



AUTHORITY TO TRAVEL
Division of Antipolo City
Bagong Nayong II National HS

VERSION NO.
1.0

REVISION NO.
0.2

EFFECTIVITY DATE:
5 July 2018

Page 1 of 1



DEPED-4A-01D-TA01-19-1031

Division Reference Number		1430		Date	17 Jan 2019
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
SENIDO, MARK-FRANCIS G. <small>LASTNAME, FIRSTNAME MI *</small>			TEACHER I		
PURPOSE: ATTENDANCE ON NATIONAL SEMINAR ON TEACHERS RIGHT AND EMPOWEMENT, CHILDRENS PROTECTION AND WELFARE					
DESTINATION: BENITEZ HALL, TEACHER'S CAMP, BAGUIO CITY					
PERIOD OF TRAVEL	FROM	22 Feb 2019-	TO	24 Feb 2019-	
Please Check:-		Estimated Expense-			
1. <input checked="" type="checkbox"/> Official Business		Registration Fee	Php	3,000	
<input type="checkbox"/> Cash Advance		Transportation		1,580	
<input checked="" type="checkbox"/> Reimbursement		Travel Allowance		300	
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	4,880	
Requested by:		Funds Available- for Official * <small>Business (specify the source of funds)</small>		Approved:	
MR. RONALDO I. ATA <small>Principal III</small>		<input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: <u>School MOOE</u>		DR. CARLITO D. ROCAFORT <small>Schools Division Superintendent /OIC- Office of the Asst. Regional Director</small>	
Recommending Approval:-		Noted		ANGELINA R. MENDIOLA <small>Supervising Administrative Officer</small>	
DR. ROMMEL C. BAUTISTA, CESO V <small>Schools Division Superintendent</small>		<input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:			
		for Karen S. Suarez KAREEN S. SUAREZ <small>Senior Bookkeeper</small>			
REMARKS:					



ISO 9001 : 2015

AUTHORITY TO TRAVEL
Division of Antipolo City

VERSION NO.
1.0

REVISION NO.
0.2

EFFECTIVITY DATE:
5 June 2018

Page 1 of 1



Division Reference Number		Click or tap here to enter text.		Date	26 Feb 2018
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
BURBOS, LEAH <small>EASTNAME, FIRSTNAME MI*</small>			(ACNSTHS) – SDO ANTIPOLO		
PURPOSE: TWO-DAY WORKSHOP FOR THE VALIDATION OF THE MAJOR OUTPUTS FOR THE NATIONAL FUNDED RESEARCH ON STEAM EDUCATION (TPACK)					
DESTINATION: ORCHID GARDEN SUITES MANILA					
PERIOD OF TRAVEL	FROM	27 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			600.00
<input type="checkbox"/> Reimbursement		Travel Allowance			
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 EXPENSES	Php	600.00	
Requested by:		Funds Available- for Official *		Approved:	
		Business (specify the source of funds)		DR. CARLITO D. ROCAFORT	
DR. JONATHAN P. DOMINGO		<input type="checkbox"/> Division Fund		Schools Division Superintendent /	
CHIEF - School Governance & Operations Division		<input type="checkbox"/> LSB Fund		OIC - Office of the Regional Director	
		<input type="checkbox"/> Others: _____			
Recommending Approval:-		Noted		ANN GERALYN T. PELIAS	
		<input checked="" type="checkbox"/> On Official Time Only		Chief Administrative Officer	
DR. ROMMEL C. BAUTISTA, CESO V		<input type="checkbox"/> Other Funds: _____		Administrative Division	
Schools Division Superintendent		MRS. RAQUEL I. ESGUERRA			
		Division Accountant II			
REMARKS:					



ISO 9001:2015

AUTHORITY TO TRAVEL
Division of Antipolo City

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



DEPED-4A-01D-TA01-19-1256

Division Reference Number *1384* Date 4 Mar 2019

NAME OF OFFICIAL/EMPLOYEE	DESIGNATION & STATION
BURBOS, LEAH R. GIMORO, MARY DANEGEL L. <small>LASTNAME, FIRST NAME MI*</small>	Teacher/Coach - ACN Sci & Tech HS Student/Participant - ACN Sci & Tech HS

PURPOSE: Attendance to the Fourth National Wildlife Quiz Bee
DESTINATION: BMB Training Center, Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman Quezon City

PERIOD OF TRAVEL FROM 5 Mar 2019 TO 5 Mar 2019

PERIOD OF TRAVEL	FROM	TO
	5 Mar 2019	5 Mar 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		400.00
Travel Allowance		
On Travel Time only		
Full Allowance		
TOTAL ESTIMATED EXPENSES	Php	400.00

<p>Requested by:</p> <p><i>[Signature]</i> LITO B. PALOMAR OIC - Chief, CID / EPS - AP</p>	<p>Funds Available- for Official *</p> <p><small>Business (specify the source of funds)</small></p> <p><input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: <u>Personal Fund</u></p>	<p>Approved:</p> <p><i>[Signature]</i> DR. CARLITO D. ROCAFORT Schools Division Superintendent / OIC - Office of the Regional Director</p>
<p>Recommending Approval: -</p> <p><i>[Signature]</i> DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent</p>	<p>Noted</p> <p><input checked="" type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:</p> <p><i>[Signature]</i> MRS. RAQUEL F. ESGUERRA Division Accountant III</p>	

REMARKS:



ISO 9001:2015

AUTHORITY TO TRAVEL
Division of Antipolo City

VERSION NO.
1.0

REVISION NO.
0.2

EFFECTIVITY DATE:
5 June 2018

Page 1 of 1



DEPED-4A-01D-TA01-19-1257

Division Reference Number

Click or tap here to enter text.
1780

Date 1 Mar 2019

NAME OF OFFICIAL/EMPLOYEE

DESIGNATION & STATION

FAURA, RYAN L.
LAST NAME, FIRST NAME MI*

Teacher - San Isidro NHS

PURPOSE: Attendance to the Curriculum Review (Intended Curriculum)

DESTINATION: BCD Conference Room, Bonifacio Building, Department of Education, Pasig City

PERIOD OF TRAVEL

FROM

4 Mar 2019

TO

8 Mar 2019

Please Check: -

- 1. Official Business
- Cash Advance
- Reimbursement
- 2. Official Time

940 EXPENSE to be incurred by the Division Office/School

Estimated Expense-

Registration Fee	Php	
Transportation		800.00
Travel Allowance		
On Travel Time only		
Full Allowance		
TOTAL ESTIMATED EXPENSES		Php 800.00

Requested by:

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

Funds Available- for Official *

- Business specify the source of funds
- Division Fund
- LSB Fund
- Others: MOOE / Local

Funds

Approved:

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

Recommending Approval: -

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Noted

- On Official Time Only
- Other Funds:

MRS. RAQUEL F. ESGUERRA
Division Accountant III

REMARKS:



ISO 9001 : 2015

AUTHORITY TO TRAVEL

Division of Antipolo City



DEPED-4A-01D-TA01-19-1089

VERSION NO. 1.0	REVISION NO. 0.2	EFFECTIVITY DATE: 5 June 2018	Page 1 of 2
--------------------	---------------------	----------------------------------	-------------

Division Reference Number	1490	Date	19 Feb 2019
NAME OF OFFICIAL/EMPLOYEE		DESIGNATION & STATION	
Please see attached list <small>LAST NAME, FIRST NAME MI*</small>		Please see attached list	

PURPOSE: Attendance to National Forum-Consultation in Education and Child Welfare Policies

DESTINATION: Baguio Teachers' Camp, Baguio City

PERIOD OF TRAVEL	FROM	22 Feb 2019-	TO	24 Feb 2019-
------------------	------	--------------	----	--------------

Please Check: - 1. <input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Cash Advance <input type="checkbox"/> Reimbursement 2. <input type="checkbox"/> Official Time <small>(NO EXPENSE to be incurred by the Division Office/School)</small>	Estimated Expense-	
	Registration Fee	Php 3,000.00
	Transportation	2,500.00
	Travel Allowance	
	On Travel Time only	
	Full Allowance	
	TOTAL ESTIMATED EXPENSES	
	Php	5,500.00 Each

Requested by: DR. GLORIA C. ROQUE <small>OIC-Office of the ASDS</small>	Funds Available- for Official Business (justify the source of funds) <input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: LOCAL FUNDS	Approved: DR. CARLITO D. ROCAFORT <small>Schools Division Superintendent / OIC-Office of the Asst. Regional Director</small>
	Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:	
Recommending Approval: - DR. ROMMEL O. BAUTISTA, CESO V <small>Schools Division Superintendent</small>	 MRS. RAQUEL F. ESGUERRA <small>Division Accountant III</small>	 ANN GERALYN T. PELIAS <small>Chief Administrative Officer Administrative Division</small>

REMARKS:
 Registration fee, transportation and per diem will be charged against Local funds



ISO 9001: 2015

AUTHORITY TO TRAVEL
Division of Antipolo City

VERSION NO.
1.0

REVISION NO.
0.2

EFFECTIVITY DATE:
5 June 2018

Page 2 of 2

LIST OF PARTICIPANTS FOR THE NATIONAL FORUM-CONSULTATION ON EDUCATION AND CHILD
WELFARE POLICIES
BENITEZ HALL OF BAGUIO TEACHERS' CAMP
FEB. 22-24, 2019

Name	Designation	School
ELNORA T. MILLAN	Master Teacher II	Sta. Cruz Elementary School
MERLY SD. ANDRADE	Teacher III	San Isidro Elementary School
LERMA DC. PANTALEON	Teacher III	San Antonio Village ES
SHEILA G. YANTO	Teacher III	Juan Sumulong ES
RUTH C. MAGLAQUI	Master Teacher I	Dela Paz Elementary School
LAURA N. MONTE De RAMOS	Teacher I	Dela Paz Elementary School