



ISO 9001 : 2015

**AUTHORITY TO TRAVEL**  
Division of Quezon

**DEPED-4A-GF082002-17**

DOCUMENT NO.

VERSION NO.  
1.1

REVISION NO.  
0.1

DATE:  
09 November 2017

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**Division Reference Number**

Click or tap here to enter text.

**NAME OF OFFICIAL/EMPLOYEE**

**DESIGNATION & STATION**

**DELOS REYES, GINA  
ARANZA, MANILYN B.  
SORIANO, YHOHAN LEE  
MILLARES, ARCHANGEL**

**COACH / TIAONG 1  
COACH/ MULANAY CES  
CONTESTANT/ TIAONG 1  
CONTESTANT/ MULANAY CES**

LASTNAME, FIRSTNAME MI

**PURPOSE:** to attend Regional Festival of Talents

**DESTINATION:** Taal Central School, Division of Batangas

**PERIOD OF TRAVEL**

**FROM**

14 Nov 2017

**TO**

14 Nov 2017

**Please Check:**

1.  Official Business

Cash Advance

Reimbursement

2.  Official Time

(NO EXPENSE to be incurred by the  
DivisionOffice/School)

**Estimated Expense**

Registration Fee \_\_\_\_\_

Transportation \_\_\_\_\_

Php

Travel Allowance \_\_\_\_\_

Php

On Travel Time only \_\_\_\_\_

Full Allowance \_\_\_\_\_

**TOTAL ESTIMATED**

**EXPENSES**

Php \_\_\_\_\_

**Requested by:**

**LORENA S. WALANGSUMBAT, Ed. D.**  
Education Program Supervisor

**Funds Available-** for Official  
Business (specify the source of funds)

Division Fund

LSB Fund

Others: \_\_\_\_\_

**Approved:**

**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

**Recommending Approval:**

**GERLIE M. ILAGAN, Ed. D.**

Assistant Schools Division Superintendent

**Noted**

On Official Time Only

Other Funds: \_\_\_\_\_

**SUSAN P. FONTARUM**

Division Accountant

**REMARKS:**

**DEPED QUEZON ICT**

UPLOADED BY: Gina

DATE: 11-3-17 TIME: 1:41

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