



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



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## AUTHORITY TO TRAVEL

(outside the Division and within CALABARZON – for Field Office use)

Document Tracking No.: [Click or tap here to enter text.](#)

Date: November 5, 2018

### NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

CASTILO, FONZCI C. - GUMACA WEST/PARTICIPANT  
CASTILO, EIYHA XHYLLE P. -GUMACA WEST/PARTICIPANT  
RUTOR, MARISSA C. - GUMACA WEST/COACH  
CAPITO, CHARISH JOY M. GUMACA EAST/PARTICIPANT  
RETARDO, NICOLE O. - GUMACA EAST/PARTICIPANT  
INCISO, MARAVILLO D. - GUMACA EAST/COACH  
NATIVIDAD, MERLITA M. - GUMACA EAST/PRINCIPAL

PURPOSE: to participate in the 2018 Regional Festival of Talents

DESTINATION: Pedro Guevarra Mem. NHS, Sta Cruz Laguna

PERIOD OF TRAVEL: November 9, 2018

### TRAVEL IS ON:

- Official Business
  - Cash Advance
  - Reimbursement

- Official Time  
(NO EXPENSE to be incurred by the Division Office/School)

### SOURCE OF FUND:

*(if on Official Business)*

- Division Fund
- LSB Fund
- School MOOE
- Others (Pls. specify)

### ESTIMATED EXPENSE/S:

Registration Fee: enter text.  
 Transportation: enter text.  
 Travel Allowance: enter text.  
 On Travel Time only  
 Full Allowance

TOTAL ESTIMATED EXPENSES: type here.

### REQUESTED BY:

*Carolina T. Zaracena*  
**CAROLINA T. ZARACENA**  
Public Schools District Supervisor

### RECOMMENDING APPROVAL:

*Nadine C. Celindro*  
**NADINE C. CELINDRO**  
Assistant Schools Division Superintendent

### APPROVED BY:

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



DEPED - QUEZON  
ICT UNIT

UPLOADED

Date/Time: 11-7-18

By: Rommel

Ref. no. 079

DEPEDQUEZON-TM-SDS-04-008-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629