



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

LR/upload

AUTHORITY TO TRAVEL

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

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Date: March 25, 2019

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

YOLENY PORTALES - Principal
JAIME ZARA - Principal
MARIA LOUELLA DISILIO - Head Teacher
SHIELA REA SANTES - Master Teacher

PURPOSE: Regional Training of Trainers -RPMS-PPST

DESTINATION: POMPOIND HOTEL, BATANGAS CITY

PERIOD OF TRAVEL: March 26-27, 2019

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: **3600/pax**
Transportation: **400/pax**
Travel Allowance: **enter text.**
On Travel Time only
Full Allowance

TOTAL ESTIMATED EXPENSES: N/A

REQUESTED BY:

ELIZABETH M. DE VILLA

(Name, Designation and Signature)

RECOMMENDING APPROVAL:

GERLIE M. ILAGAN

(ASDS In-Charge)

APPROVED BY:

MERTHEL M. EVARDOME, CESO VI

Schools Division Superintendent

REMARKS (IF ANY):

[Click or tap here to enter text.](#)

DEPEDQUEZON-TM-SDS-04-008-003

Email address: quezon@deped.gov.ph

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

Cell No: 09175824629

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DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	<u>3-25-19</u>
By:	<u>Quica</u>
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