

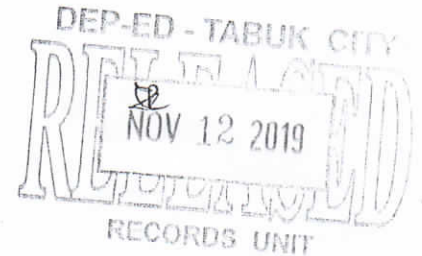


Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
 City Hall Compound, Dagupan, Tabuk City



Div Memorandum 264 s. 2019

TO: SGOD/CID/OSDS
All Public Elem/Sec School Heads
All Teaching/ Non-Teaching Personnel
All Others Concerned



FROM: IRENE S. ANGWAY, Ph. D.
OIC-Schools Division Superintendent

SUBJECT: Signing Authorities on Official Local Travels

DATE: November 8, 2019

1. Pursuant to DepEd Order 022 s. 2019 entitled Guidelines on Official Local Travels in the DepEd, this Division memo is hereby issued to adopt and conform to its provisions and reiterate the use of Travel Order Form and Locator Slip.
2. Authority to travel form shall be accomplished if travel is outside Tabuk City. Local slip shall be used for activities that would require leaving from office within Tabuk City and shall be approved by the following:

TRAVEL ORDER

Office/Position	Prepared by	Approving Authorities	
		Recommending Approval	Approval
Below Division Chief in SGOD/CID	Requesting employee	chief	SDS
Below section Heads in OSDS	Requesting employee	Section Head	SDS
Section Head of OSDS/Chief	Requesting employee	ASDS	SDS
School Head	Requesting employee	ASDS/ Chief	SDS
Teaching/Non-Teaching personnel	Requesting employee	School Head	SDS