



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
Alabel



**Division Memorandum**  
No. 183, S. 2013

**TO :** ALL Education Program Supervisors & Division Coordinators  
ALL District Heads/Supervisors  
ALL School Heads (Elementary, Secondary & Integrated)  
This Division

**FROM :**   
ISAGANI S. DELA CRUZ  
Schools Division Superintendent

**SUBJECT :** SIGNATORIES TO THE AUTHORITY TO TRAVEL

**DATE :** July 18, 2013

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As part of the measure to increase efficiency and effectiveness in DepEd-Sarangani's internal organizational operations, specifically, in seeking authority to travel, the Office of the Schools Division Superintendent hereby inform all concerned of the signatories in the approval of such document, hence, this Memorandum.

Authority to Travel within the Division, including General Santos City, will be approved by Dr. Ruth L. Estacio (Elementary) and Dr. Donna S. Panes (Secondary).

Authority to Travel outside the Division, except General Santos City, will be approved by the Schools Division Superintendent.

Attached are the templates for Authority to Travel for both elementary and secondary schools for your perusal.

For the information, guidance and compliance of all concerned.

**Enclosure No.1 (Template of Authority to Travel – Secondary)  
(WITHIN the Division/ including General Santos City)**



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
(Name of School)



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**AUTHORITY TO TRAVEL**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Official Station : \_\_\_\_\_  
Purpose of Travel : \_\_\_\_\_  
Destination : \_\_\_\_\_  
Inclusive Dates : \_\_\_\_\_  
Estimated Expenses : Php \_\_\_\_\_  
Source of Funds : \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Employee

Funds Availability:

\_\_\_\_\_  
Disbursing Officer/Accounting Personnel

Recommending Approval:

\_\_\_\_\_  
School Head

Approved:

**Dr. DONNA S. PANES**  
OIC-ASDS

**Enclosure No.1 (Template of Authority to Travel – Secondary)  
(OUTSIDE the Division/ except General Santos City)**



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
(Name of School)



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**AUTHORITY TO TRAVEL**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Official Station : \_\_\_\_\_  
Purpose of Travel : \_\_\_\_\_  
Destination : \_\_\_\_\_  
Inclusive Dates : \_\_\_\_\_  
Estimated Expenses : Php \_\_\_\_\_  
Source of Funds : \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Employee

Funds Availability:

\_\_\_\_\_  
Disbursing Officer/Accounting Personnel

Recommending Approval:

\_\_\_\_\_  
School Head

Approved:

**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

**Enclosure No. 2(Template of Authority to Travel – Elementary)  
(WITHIN the Division/ including General Santos City)**



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
(Name of District)  
(Name of School)



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**AUTHORITY TO TRAVEL**

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Official Station : \_\_\_\_\_

Purpose of Travel : \_\_\_\_\_

Destination : \_\_\_\_\_

Inclusive Dates : \_\_\_\_\_

Estimated Expenses : Php\_\_\_\_\_

Source of Funds : \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Employee

Funds Availability:

\_\_\_\_\_  
Disbursing Officer/Accounting Personnel

Recommending Approval:

\_\_\_\_\_  
School Head

Approved:

**Dr. RUTH L. ESTACIO**  
OIC-ASDS

**Enclosure No.2 (Template of Authority to Travel – Elementary)**  
**(OUTSIDE the Division/ except General Santos City)**



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
(Name of District)  
(Name of School)



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**AUTHORITY TO TRAVEL**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Official Station : \_\_\_\_\_  
Purpose of Travel : \_\_\_\_\_  
Destination : \_\_\_\_\_  
Inclusive Dates : \_\_\_\_\_  
Estimated Expenses : Php \_\_\_\_\_  
Source of Funds : \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Employee

Funds Availability:

\_\_\_\_\_  
Disbursing Officer/Accounting Personnel

Recommending Approval:

\_\_\_\_\_  
School Head

Approved:

**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

**Enclosure No. 3(Template of Authority to Travel – Elementary)  
(WITHIN the Division/ including General Santos City)  
(For Elementary & Integrated School Heads)**



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
(Name of District)  
(Name of School)



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**AUTHORITY TO TRAVEL**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Official Station : \_\_\_\_\_  
Purpose of Travel : \_\_\_\_\_  
Destination : \_\_\_\_\_  
Inclusive Dates : \_\_\_\_\_  
Estimated Expenses : Php \_\_\_\_\_  
Source of Funds : \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Employee

Funds Availability:

\_\_\_\_\_  
Disbursing Officer/Accounting Personnel

Recommending Approval:

\_\_\_\_\_  
District Head

Approved:

**Dr. RUTH L. ESTACIO**  
OIC-ASDS

**Enclosure No.3 (Template of Authority to Travel – Elementary)**  
**(OUTSIDE the Division/ except General Santos City)**  
**(For Elementary & Integrated School Heads)**



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
(Name of District)  
(Name of School)



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**AUTHORITY TO TRAVEL**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Official Station : \_\_\_\_\_  
Purpose of Travel : \_\_\_\_\_  
Destination : \_\_\_\_\_  
Inclusive Dates : \_\_\_\_\_  
Estimated Expenses : Php\_\_\_\_\_  
Source of Funds : \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Employee

Funds Availability:

\_\_\_\_\_  
Disbursing Officer/Accounting Personnel

Recommending Approval:

\_\_\_\_\_  
District Head

Approved:

**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent