



ANNEX A

Republic of the Philippines  
**Department of Education**

<b><u>AUTHORITY TO TRAVEL</u></b>		<b>CONTROL NO.</b>
<b>REGION: VII</b>		
<b>BUREAU/DIVISION/SCHOOL: DEPED DIVISION OF BOHOL</b>		
<b>Date of Filing</b>	NOVEMBER 28, 2019	
<b>NAME</b>	LILIAN M. BALORIA - SDO Property Custodian DEBBIE K. LUSTRE - Pilar CES EVELYN A. LOQUELLANO - Valencia CES NEOMI A. RAZO - Bacayon CES GLENDA A. TUNGOL - Sikatuna CES JUVY J. BATINGAL - Fatima NHS, Cortes ANTHONY A. AGAD - Cambagui Norte HS VICTOR TUMANDA - Batuan NHS	
<b>Position / Designation</b>		
<b>Permanent Station</b>		
<b>Purpose of Travel</b>	To attend Capacity Building Seminar for Designated School Property Custodians on Property and Supply Management	
<b>Activity Organized / Sponsored By</b>	DepEd	
<b>Period Covered (Inclusive of Travel Time)</b>	December 4-6, 2019	
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
<b>Venue / Destination</b>	Golden Peak Hotel, Cebu City	
<b>Expenses Covered</b>	Transportation, Accommodation, Daily Travelling Expenses, Miscellaneous Expenses, etc. (subject to the usual accounting and auditing rules and regulations)	
<b>Fund Source (Pap Code/...)</b>	Division/Local Funds	
	<b>MA. VICTORIA M. JASPE</b>	
	<b>Name &amp; Signature of Budget Officer</b>	
<b>Recommending Approval:</b>  <b>MARINA S. SALAMANCA</b> Assistant Schools Division Superintendent	<b>Approved:</b>  <b>BIANITO A. DAGATAN, EdD, CESO V</b> Schools Division Superintendent	
Date: _____	Date: _____	