



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



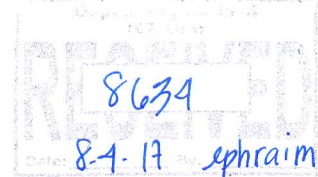
DEPED-4A-RM-08-17- 400

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT : REVISED FORM FOR AUTHORITY TO TRAVEL

DATE : August 3, 2017



It has been observed that different forms for request for authority to travel (local) are being used by the Schools Division offices.

For uniformity, this Office hereby issues the standard form to be used for all local travels, especially those being submitted to this Office for approval. The soft copy of the form shall be sent to the official email address of the Schools Division office. The same can also be downloaded from the DepEd CALABARZON website.

In this regard, effective August 16, 2017, all requests for authority to travel (local) for approval by this Office shall use this standard form. Non-conformity hereof would mean return of the request without action.

For information, guidance and widest dissemination.



