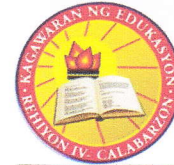




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL OFFICIALS AND EMPLOYEES

FROM : *Carlito D. Rocafort*
CARLITO D. ROCAFORT
OIC, Office of the Regional Director

SUBJECT : *52319*
AUTHORIZED SIGNATORY FOR TRAVEL AUTHORITIES

DATE : May 22, 2019

1. In the exigency of the service and to ensure the timely and expeditious release of documents, **MRS. ANN GERALYN T. PELIAS**, Chief Administrative Officer, is hereby authorized to sign and approve the travel authorities of the Regional Office Employees for all local travels and that of the Schools Division Office Employees, for travels outside the region.
2. However, travel authorities of the chiefs of each Functional Division, Schools Division Superintendents and Assistant Schools Division Superintendents shall be signed and approved by the Regional Director.
3. Please be guided accordingly.

