



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines

Email Address: tagum_city@deped.gov.ph

Website: depedtagumcity.gov.ph

TeleFax: (084) 216-3504

Division Memorandum

No. 291, s. 2018

TO : **Chiefs, CID & SGOD
All Section Heads
All PSDSs and EPSs
All Public Elementary & Secondary School Heads**

FROM : Office of the Schools Division Superintendent

SUBJECT : **OIC-ARD Fetalvero as Approving Authority for Authority to Travel of Field Personnel**

DATE : 13 March 2019

This is to inform the field and all concerned that for **travels outside Region XI**, the Authority to Travel (ATT) of all Field Personnel except the Schools Division Superintendent and the Assistant Schools Division Superintendent shall be approved and signed by the Assistant Regional Director.

In line with this, all ATTs to be submitted to the Regional Office through the Division Office must follow this format:

Approved by:

DR. EVELYN R. FETALVERO, CESO V
OIC-Asst. Regional Director

Please be guided accordingly.

For information and strict compliance.


NELSON C. LOPEZ, CESO VI
Schools Division Superintendent

