



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



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Division Memorandum

No. 1007, s. 2019

TO : **All Division Personnel
All Public Elementary & Secondary School Heads**

FROM : Office of the Schools Division Superintendent

SUBJECT : **ADDENDUM: GUIDELINES ON OFFICIAL LOCAL TRAVELS
IN THE DEPARTMENT OF EDUCATION**

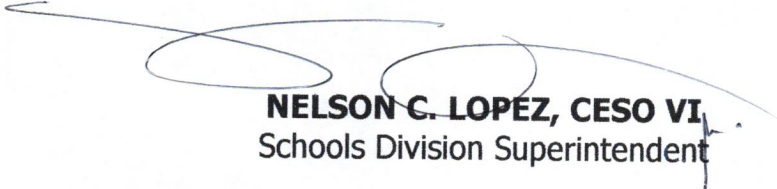
DATE : 09 September 2019

This has reference to the previously released Division Memorandum regarding the new guidelines on Official Local Travels in the Department of Education.

Anent thereto, it is hereby reminded that all Authority to Travel (new format) of school personnel must bear their signatures. Also, ATTs must be submitted first to the school bookkeeper for proper allotment of budget. The school bookkeeper shall then countersign beside the school head's name indicated in the "Recommending Approval" portion.

Likewise, ATTs for all Division personnel must be submitted also to the Division Budget Officer for the same process cited above.

For information and strict compliance.


NELSON C. LOPEZ, CESO VI
Schools Division Superintendent

