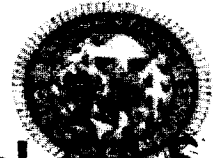




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**RELEASED**

February 2, 2017

Office, Division of Catanduanes  
RECORDS SECTION  
Date FEB 03 2017  
Time 11:03 A.M.  
Initial/Signature *[Signature]*

MEMORANDUM TO:

Chief, CID  
Chief, SGOD  
SDO Section/Unit Heads  
Secondary School Principal with Implementing Units

FROM : SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

SUBJECT : Adoption of Uniform Travel Order

This office requests the concerned employees of this Division to adopt a uniform Travel Order format. Attached is a copy of the travel order for your reference.

For information, guidance and compliance.

*[Signature]*  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region V(Bicol)  
**SCHOOLS DIVISION OF CATANDUANES**  
 Virac, Catanduanes



Email Add: [catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com](mailto:catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com)  
 Website: [www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com) Tel No.: (052)811-40-63

TRAVEL ORDER				
DATE		TRAVEL ORDER NO.	RELEASE NO.	
OFFICIAL STATION				
DepEd – Division Office -				
NAME			POSITION	
TRAVEL DATE		NO. OF DAY(s)	DESTINATION/VENUE	Means of Transportation
FROM	TO			
DOCUMENT REFERENCE				
PURPOSE OF TRAVEL				
TYPE OF TRAVEL/ Please Check				
<input type="checkbox"/> Official Business		<input type="checkbox"/> On Official Time		<input type="checkbox"/> Personal
SOURCE OF FUNDS				
CHIEF OF DIVISION/SCHOOL HEAD			APPROVED	
			<b>SOCORRO V. DELA ROSA, CESO VI</b> Schools Division Superintendent	