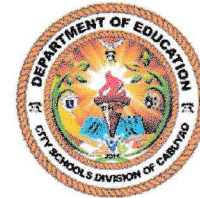


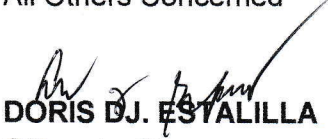


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC – Chief, School Governance and Operations Division
All Elementary & Secondary Officers-In-Charge & School Heads
All Division Personnel
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **ADDENDUM TO UNNUMBERED MEMORANDUM NO. 173 s.
2018; LATEST REVISED AUTHORITY TO TRAVEL FORMAT**

DATE : June 6, 2018

This Office would like to inform the field on the ***Latest Revised Authority to Travel Format (Travel Order Form)***. The Regional Office will strictly implement use of the New Authority to Travel Format effective **June 13, 2018**.

Relative thereto, this Office may reserve the right to reject and disapprove Authority to Travel that will not conform on the said format and which travel date(s) already expired. Likewise, will not be held liable on any misrepresentation or improper use of the said document. The Latest Revised Format of Travel Order can be downloaded at <http://depedcabuyao.ph/downloads/forms/>.

Immediate and widest dissemination of this memorandum is desired.

UM 203 s. 2018