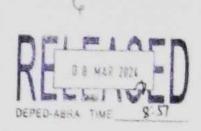


Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



March 7, 2024

DIVISION MEMORANDUM

No. ____ | 10 s. 2024

ONLINE FILING OF APPLICATION OF AUTHORITY TO TRAVEL

To: Asst. Schools Division Superintendent Chief Education Supervisors, CID and SGOD Public Elementary and Secondary School Heads Teaching and Non-Teaching Personnel All Others Concerned

- In line with the Department of Education's initiative to streamline processes
 and enhance efficiency, the Division of Abra is implementing an online filing
 system for the Authority to Travel with justification letter attached for all
 teaching and non-teaching personnel.
- All personnel who will file their Authority to Travel must submit their requests
 through this email address: depender are cords agreed, com. This process aims
 to expedite the approval of Authority to Travel prior to its effectivity and ensure
 accurate record-keeping.
- 3. Duly approved Authority to Travel will be released at the Record Section.
- For inquiries or assistance regarding the online filing process, please contact Wilma P. Pacapac at 0926-407-5064 or Micheella B. Alcantara at 0976-405-7247 or email us at depedabrarecords again com.
- Widest dissemination of this memorandum is desired for guidance and compliance.

AMADOR D GARCIA SR. PhD, CESO VI

Schools Division Superintendent









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

Telephone No.: (074)614-6918 Email Address: abra@deped.gov.ph Website: http://www.depedabra.com

"Sustain Integrity: Lead, and Nurture Abrenius for Greater accomplishment."