



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
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March 7, 2024

DIVISION MEMORANDUM

No. 110 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

1. 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.
2. All personnel who will file their Authority to Travel must submit their requests through this email address: depedabracords@gmail.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.
4. 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 depedabracords@gmail.com.
5. Widest dissemination of this memorandum is desired for guidance and compliance.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent



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