



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

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May 5, 2021

DIVISION MEMORANDUM
No. 161 s, 2021

**ORIENTATION AND LAUNCHING OF ONLINE FILING OF APPLICATION OF
AUTHORITY TO TRAVEL AND FORM 6**

To: All Teaching and Non-Teaching Personnel
Both SDO and Field Personnel

1. In pursuit of timely, responsive and economical administrative services in personnel and records management and in compliance to the IATF Protocols, an orientation and launching of online filing of application of Authority to travel and Form 6 will be conducted on May 11, 2021 at 8:30 AM. An AVP of the launching will be posted in DepEd Tayo Abra.
2. The objectives of the said orientation are the following:
 - a. to closely monitor travels in and out of all field personnel;
 - b. to establish record of all personnel on travels; and
 - c. awareness on the filing and process of travels and leave of absence
3. The participants to this orientation are all Teaching and Non-Teaching Personnel both from the schools and Division Office.
4. A link will be posted for the virtual orientation. All participants are required to attend the said activity.
5. Participants are entitled for a One Hundred communication allowance charged against school MOOE subject to the usual existing COA rules and regulations.
6. Immediate dissemination of this memorandum is desired.

BENILDA M. DAYTACA, Ed.D. CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

osds/admin/jbp

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ACTIVITY MATRIX



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ACTIVITY MATRIX

Attendance:

Florgale B. Panelo, AO II (Senior High)

Statement of Purpose:

Lourdes S. Centeno, AO II (Payroll)

Message:

Benilda M. Daytaca
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Flowchart on application of travels:

Wilma P. Pacapac, AO IV (Records)

Orientation on Online application of Authority to Travel:

Marlou B. Borja, ITO - I
Jumar T. Princer, ADAS III

Flowchart on application for leave of absence

Gemma B. Cabutaje, AO IV (Personnel)

Orientation on online application of Form 6

Rynwalter A. Pa-a, PDO II (LRMDS)

Open Forum/Issues and Concerns:

Closing Remarks:

Soraya T. Faculo
Assistant Schools Division Superintendent

