

Republic of the Philippine

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

May 5, 2021

DIVISION MEMORANDUM No. | 5 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

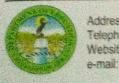
- In pursuit of timely, responsive and economical administrative services in personnel and records management and in compliance to the IATF Protocols, an orientation and launching of online filing of application of Authority to travel and Form 6 will be conducted on May 11, 2021 at 8:30 AM. An AVP of 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 MI DAYTACA, Ed.D. CESO VI

Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent

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ACTIVITY MATRIX



ISO 9001:2015 Certified Quality Management System CRN 50500994 QM15



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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

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