



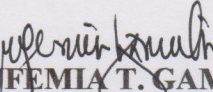
Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
Rehiyon XI  
**SANGAY NG ISLAND GARDEN CITY OF SAMAL**  
Peñaplata, Samal, IGaCoS

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DIVISION MEMORANDUM

No. 065, s. 2015

TO : Elementary and Secondary School Heads  
Elementary and Secondary Teaching and Non-Teaching Personnel  
Division Personnel

FROM :   
**EUFEMIA T. GAMUTIN, CESO VI**  
OIC- Schools Division Superintendent

SUBJECT : Protocol on Request for Authority to Travel

DATE : February 4, 2015

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This is to inform all concerned personnel, that effective February 2015, all requests for authority to travel that need the approval of the Regional Director should adhere to the protocol to wit:

- Request for authority to travel in two copies must be submitted to the division personnel unit at least two weeks before its effective date;
- Attachment should include all that are required by this Office; and
- Only a one-page original request form with respective signatures and approval at the division level will be sent to the Personnel, Regional Office for the Director's approval.

For widest dissemination and strict compliance.

ETG/mpr