



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 410, s. 2019

June 13, 2019

SIGNATORY FOR AUTHORITY TO TRAVEL (LOCAL)

To: **ALL DIVISION OF DIGOS CITY PERSONNEL**

1. Pursuant to the unnumbered Regional Memorandum issued on **JUNE 11, 2019** by Dir. Evelyn R. Fetalvero, CESO V, Officer-In-Charge, Office of the Regional Director, DepEd Region XI Office, Davao City on the new signatory for Authority to Travel (Local), it is hereby implemented that the following shall be observe in submitting Authority to Travel (Local) to the Regional Office for approval:

MARIA INES C. ASUNCION, CESO V
Schools Division Superintendent
and Concurrent Officer-In-Charge
Office of the Assistant Regional Director

2. For information, guidance and strict compliance.

WINNIE E. BATOON, Ed. D.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

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35009
DATE: 13 JUN 2019 TIME: 12:23 PM
BY:

DATE: 11 JUN 2019 TIME: 4:47 PM
BY: _____



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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MEMORANDUM

To : Schools Division Superintendents/OIC-SDS
All Schools Division Offices

Subject: SIGNATORY FOR AUTHORITY TO TRAVEL (LOCAL)

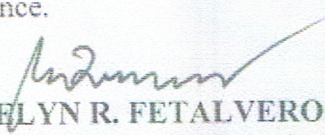
Date : June 11, 2019

In relation to the designation of Dr. Maria Ines C. Asuncion, CESO V, as the new Officer-In-Charge, Office of the Assistant Regional Director, DepEd Regional Office XI, all requests for regional approval of Authority to Travel (Local) will be officially signed by Dr. Asuncion as follows:

Maria Ines C. Asuncion, CESO V
Schools Division Superintendent
And concurrent Officer-In-Charge
Office of the Assistant Regional Director

However, local travel requests for third level officials, regional office officials and employees, and the Division of Davao City employees will be signed by the undersigned.

For immediate dissemination and compliance.


EVELYN R. FETALVERO, CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director

ROA3/PS/jtg

DEPARTMENT OF EDUCATION ROXI
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By: _____
Date: 6-11-19 Time: 4:32

Empowerment Adaptability Goal-oriented Leadership Excellence

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