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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 074 s. 2023
May 29, 2023

CORRIGENDUM TO THE AUTHORIZED SIGNATORIES OF THE AUTHORITY TO TRAVEL (ATT) FOR LOCAL TRAVELS

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers

1. Relative to the Division Memorandum No. 067, S. 2023 re: Authorized signatories of the authority to travel (ATT) for local travels, which was released dated May 16, 2023. This office issues this corrigendum for the approving authority of Teaching and Non-Teaching (school-based) personnel's authority to travel, to wit:

For Official Local Travel WITHIN the Division		
Office/Position	Recommending Authority	Approving Authority
Teaching/Non-Teaching Staff (school-based)	N/A	School Head
For Official Travel outside Division but within the Region		
Teaching/Non-Teaching Staff (school-based)	School Heads	ASDS

2. All other provisions of the previous Memorandum shall remain in effect.
3. For your information and compliance.

MELANIE P. ESTACIO PhD, CESO VI
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

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