

NEW OFFICIAL TEMPLATE OF ITINERARY OF TRAVEL

To: Chief, Curriculum Implementation Division Chief, School Governance and Operations Division Elementary and Secondary School Heads All Division Personnel

- 1. This Office introduces the new official template of itinerary of travel and shall take effect immediately.
- 2. Further, compliance is hereby encouraged and expected that such attachment form part to any document submitted in this Office specifically in the finance section.
- 3. Enclosed is the sample template of itinerary of travel.
- 4. For immediate dissemination, guidance and compliance.

AGUSTINES E. CEPE, CESO V Schools Division Superintendent





Appendix 45

ITINERARY OF TRAVEL

Entity Name: Division of Tangub City

Fund Cluster:

No.:

Name : JUAN A. DELA CRUZ				Date of Travel: 00/00/2020					
Position : Position				Purpose of Travel :					
Official St	ation : Division of Tangul								
Date	Places to be visited	TIME		Means of	Transpor-	Per	Others	Total	
Date	(Destination)	Departure	Arrival	Transportation	station	Diem	Others	Amount	
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00/00/2020								-	
00/								-	
8								15.1	
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00/00/2020								175 Ser	
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- 1								-	
			TOTAL		_	-	-	150	
				Prepared by :					
		JUAN A. DELA CRUZ							
I certify that : (1) I have reviewed the foregoing			Position						
itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.			Approved by:						
			AGUSTINES E. CEPE, CESO V Office of the Schools Division Superintendent						



