



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**Cash Advances for Registration Fee/Air Fare Checklist**

Payee: \_\_\_\_\_ Amount \_\_\_\_\_

- Disbursement Voucher (4 copies)
- Obligation Request
- Payroll ,if more than one personnel (2copies)
- Approved letter request for cash advance and authority to attend
- DepEd Memo/ Letter of invitation of the host/sponsoring agency/organization.
- Approved Travel Authority/Travel Order/Office Order
- Clear copy of Landbank ATM Card (for non-SDO/newly hired personnel)

**Additional requirement for air fare**

- Approved itinerary of travel (2 copies)
- e-ticket itinerary / receipt

I hereby certify that the above documents are complete and arranged in order as per checklist.

Signature Over Printed Name/ Date \_\_\_\_\_

\* Put N/A if not applicable

REMARKS: \_\_\_\_\_

Pre-audited by: \_\_\_\_\_ Date: \_\_\_\_\_



Address: Brgy. PotoI, Tayabas City  
 Telephone No.: (042) 785-9615  
 Email Address: tayabas.city@deped.gov.ph  
 Website: https://www.sdotalayabascity.ph

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