



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Province of Quezon

**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**  
Brgy. Poto, Tayabas City



**DEPED-TAY-DM-OSDS-19- 307**

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS  
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
HEADS, UNIT/SECTION  
ALL OTHERS CONCERNED**

**FROM : CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

**SUBJECT : ADDENDUM TO GUIDELINES ON OFFICIAL LOCAL TRAVELS  
IN THE DEPARTMENT OF EDUCATION**

**DATE : SEPTEMBER 18, 2019**

1. This is to inform all concerned for the strict compliance with the the guidelines on Official Local Travels in the Department of Education pursuant to Section 21 of Executive Order No. 77, s. 2019 dated March 15, 2019.
2. In connection to this, the Official or employee concerned shall accomplish and submit an **Authority to Travel** form (enclosed is the form for download) , not later than three (3) working days prior to the event.
3. For your information and guidance.

*We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.*

*S*-atisfy customers' needs    *O*-ptimize the use of ICT enabled system    *A*-dvocate the promotion of healthy schools    *R*-ender timely and responsive services  
*H*-elp create a child-friendly environment    *I*-ntegrate QMS in all SDO activities    *G*-overn a gender sensitive and safe workplace    *H*-ail quality standards



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