



JANUARY 24, 2020

REGIONAL MEMORANDUM

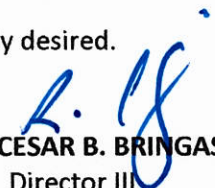
No. 055, s. 2020



REQUEST FOR A COPY OF TRAVEL AUTHORITY

**TO: Schools Division Superintendent
Division Records Section
This Region**

1. The Legal Unit would like to request a copy of travel authority of these participants of the Child Protection Policy Program held in DepEd Caraga, Butuan City to support the attendance as required by the accounting unit in preparation of the payment to our service provider, as per COA rules and regulations.
2. In view to these two activities titled: **ACTIVITY 1 -QUARTERLY CONFERENCE FOR FINAL CRAFTING OF THE UNIFIED CHILD PROTECTION POLICY (CPP)-STUDENT HANDBOOK & UPDATES OF SCHOOL TITLING OF 12 SDO'S WITH DIVISION LEGAL OFFICERS** held at Amaris Hotel Suites dated November 14-15, 2019 and **ACTIVITY 2 - CHILD PROTECTION POLICY – PRESENTATION AND CONTENT VALIDATION OF CRAFTED UNIFIED SCHOOL HANDBOOK ON JANUARY 8, 2020 @ RELC 2, DepEd Caraga Region, Butuan City**, the process of liquidation cannot proceed due to failure to attach travel authorities of our participants. We may therefore request your end to furnish us a copy of the said travel authority for this purpose.
3. We attached the lists of participants of these activities for your reference and may send the copy of the travel authority thru email depedlegal13@gmail.com on or before **January 30, 2020**.
4. Immediate response to this memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC-Office of the Regional Director

depedlegal/mpsl
1/24/2020



2020-01-1293

DCC No.:

DepEdRO13-F-REC-013/R2/9-4-2019



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938



(085) 342-8207
(085) 342-7347
(085) 341-3899



caraga@deped.gov.ph



caraga.deped.gov.ph