



91642

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. 582 s. 2022

September 26, 2022

**AUTHORIZED SIGNATORIES OF THE AUTHORITY TO TRAVEL (ATT)**

**TO: All SDO Non-Teaching Personnel**

1. This is to inform that starting September 26, 2022, the undersigned is delegating the signing of the Authority to Travel to the Heads of Sections under the Office of the Schools Division Superintendent (OSDS), while the Chiefs will sign for their respective divisions. The document shall be attached with the Memorandum identifying the person as attendee, and the Accomplishment Report of the previous travel.
2. For travels outside the region, travel documents shall be submitted to the office of the undersigned for approval.
3. However, for the drivers, they shall observe similar order. Travels within and outside the region shall be submitted to this office, together with the Vehicle Trip Ticket.
4. For your information and compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

22-91642  
DATE: SEP 28 2022 TIME: 12:57 PM  
BY: