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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

September 29, 2022

DIVISION MEMORANDUM
No. 592 s. 2022

**AUTHORIZED SIGNATORIES OF THE AUTHORITY TO TRAVEL (ATT) FOR
SCHOOL HEADS AND TEACHERS FOR LOCAL TRAVELS**

**TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers**

1. This is to inform that beginning October 3, 2022, the undersigned is delegating the signing of the Authority to Travel for School Head and teacher on Local Travels within Digos City, whether on Official Business or on Official Time.
2. For travels within Digos City Division, the recommending approval for teachers shall be their respective School Heads, to be approved by their Public Schools District Supervisors. While, for the School Heads, the recommending approval shall be the Public Schools District Supervisors, to be approved by the Assistant Schools Division Superintendent.
3. For attendance to trainings, seminars, and workshops, the memorandum identifying the person as attendee shall be strictly attached to the document as reference of the signatories.
4. This order is applicable only for travels within Digos City, otherwise, current arrangement of authorized signatories shall be observed.
5. For your information and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: OCT 11 2022 TIME: 2:55 pm
BY: [Signature]

CRISTY C. EPE
Schools Division Superintendent