



DIVISION MEMORANDUM

No. 103, s. 2018

To: PUBLIC ELEMENTARY SCHOOL HEADS  
PUBLIC SECONDARY SCHOOL HEADS

From: AGUSTINES E. CEPE, Ph.D., CESO VI  
Schools Division Superintendent

Subject: Issuance of Travel Order for School Heads with Transaction/s at the  
Division Office or other Offices within El Salvador City and/or Cagayan  
de Oro City

Date: April 2, 2018

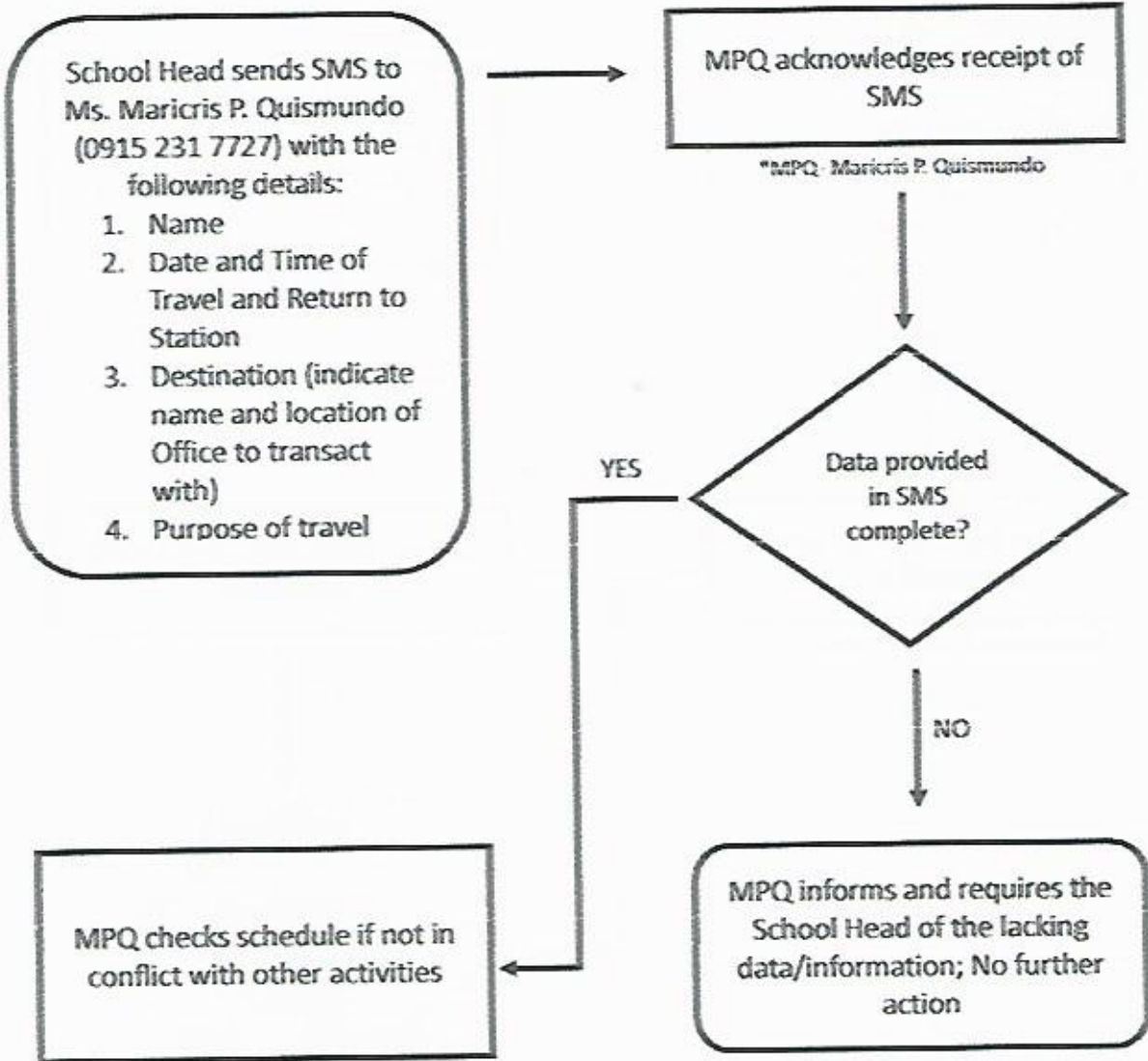


1. All School Heads/ School-In-Charge who have transaction/s with the Division Office or other Offices within El Salvador City and/or Cagayan de Oro City must secure a Travel Order first from the Division Office.
2. The attached process flow on the issuance of Travel Order for this purpose shall be observed effective April 3, 2018.
3. For information, guidance and strict compliance.

Copies Furnished:  
Person Concerned  
Records Section-Notice/Personnel/HR matters

OSDS/ama

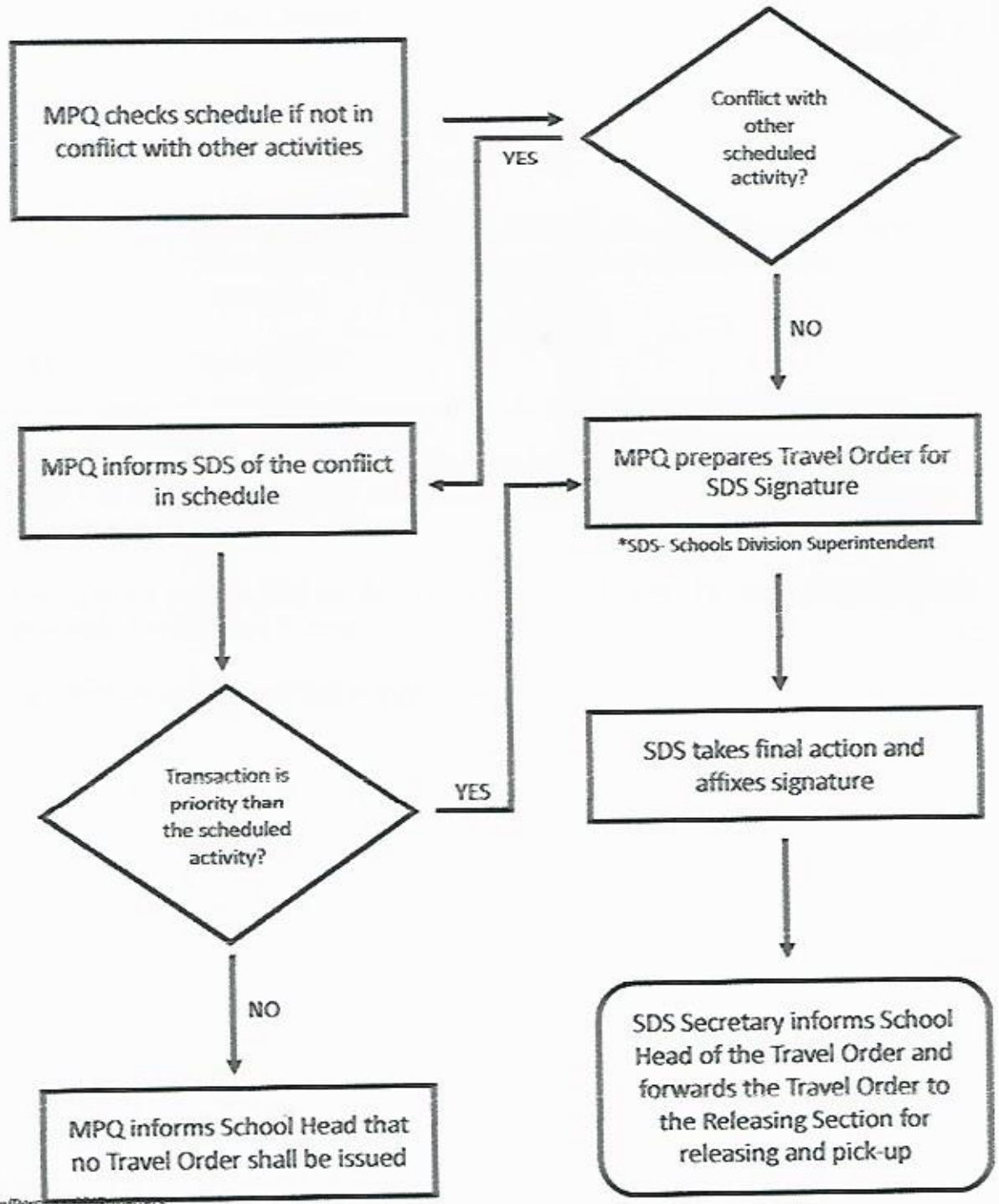
**PROCESS FLOW: Issuance of Travel Order for School Heads with Transaction/s at the Division Office or other Offices within El Salvador City and/or Cagayan de Oro City**



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...Continuation on the PROCESS FLOW: Issuance of Travel Order for School Heads with Transaction/s at the Division Office or other Offices within El Salvador City and/or Cagayan de Oro City



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