



March 19, 2020

DIVISION MEMORANDUM
NO. 98, s. 2020

NEW OFFICIAL TEMPLATE OF ITINERARY OF TRAVEL

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary and Secondary School Heads
All Division Personnel

1. This Office introduces the new official template of itinerary of travel and shall take effect immediately.
2. Further, compliance is hereby encouraged and expected that such attachment form part to any document submitted in this Office specifically in the finance section.
3. Enclosed is the sample template of itinerary of travel.
4. For immediate dissemination, guidance and compliance.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent



