



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



AUTHORITY TO TRAVEL

CONTROL NO:

REGION VI - WESTERN VISAYAS
BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

14314

Date of Filing: November 7, 2019

NAME	Position/Designation	Permanent Station
1. JAKE CARLYNE G. TUGBANG	SEPS	SDO Kabankalan City
Purpose of Travel	To attend the Execom Meeting	
Activity Organized/ Sponsored By		
Period Covered	November 8, 2019	
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue/Destination	Council Headquarters, Singcang, Bacolod City	
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)	
Fund Source (Pap Code/...)	MOOE/Local Funds	
Recommending Approval:	Approved:	
 _____ CECILIA G. ABELLO Chief, SGOD	 _____ ARNOLD S. MAGDAET ADMINISTRATIVE OFFICER V PORTIA M. MALLORCA, PhD, CESO V Schools Division Superintendent	
Date: _____	Date: _____	



Girl Scouts of the Philippines
NEGROS OCCIDENTAL GIRL SCOUT COUNCIL

Araneta St., Singcang, Bacolod City
Telefax No. (034) 431-4600
E-mail Address: negoccgscouncil@yahoo.com.ph

October 31, 2019

PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent
Kabankalan City Division
Kabankalan City

*Attn: Ms. Jake,
Pls. attend. Thank you.
For your guidance.
J*

Dear Dr. Mallorca:

This is to inform you of our **Execom Meeting** on Friday, November 8, 2019, to start at 9:30 in the morning at the Council Headquarters, Singcang, Bacolod City. _____

Execom Agenda among others, include the following:

- 1.) Provincial Junior, Senior and Cadet Camp 2019
 - 1.a) Venue:
 - 1.b) Date:
- 2.) Budget for the Attendance of the OIC- Council Executive, Ms. Jezha D. Guzon to the Regional Training School: Age Level Course at Camp Marina, Cebu City on November 14-17, 2019.
- 3.) 42nd GSP National Camp at Cogon Eco-Tourism Park in Dipolog City, Zamboanga del Norte on December 1-6, 2019

We would be glad to have you with us on this meeting to ensure an animated discussion of the AGENDA.

Can we count on you?

Truly yours,

Andrea L. Si
ATTY. ANDREA L. SI
Council President

