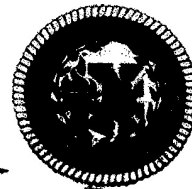




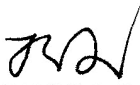
Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**MEMORANDUM TO:**

Education Program Supervisors  
Division Coordinators  
Public Schools District Supervisors  
Heads of Elem. and Secondary Schools  
OIC, Office of the AO V

8:55 AM  
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**FROM** :  **JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent

**SUBJECT** : **Approval of Form 6 for Requests for Authority to Travel  
And Monetization**

**Date** : December 18, 2014

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This is to advise the field that as a matter of policy, the Form 6 ( Application for Leave) as a required document for request for Authority to Travel Abroad shall be approved by the Schools Division Superintendent appropriately recommended by the PSDS/ Coordinating Principal for elementary school and by the School Head for secondary school.

Likewise, Form 6 for Monetization of Secondary School Heads including the Implementing Units shall be approved by the Schools Division Superintendent.

For strict compliance.