

DepEd-SDO Batanes

RECEIVED Appendix 15

By: fcgDate/Time: 2/5/24 4:00

No.:

ITINERARY OF TRAVEL

Entity Name: Batanes National Science High SchoolFund Cluster: 01

Name: <u>LEILANNIE VICTORIA H. ELACION</u>	Date of Travel: <u>June 24- 30, 2024</u>
Position: <u>Guidance Counselor III</u>	Purpose of Travel: _____
Official Station: <u>BNSHS</u>	To attend Workshop on the Development of Mental Health Crisis Response and Referral System

Date	Place to be visited (Destination)	TIME		Means of Transportatio n	Transportation	Per Diem	Others	Total Amount
		Departure	Arrival					
24-Jun-24	Residence (QC) to Training Venue (Makati City)	10:00 AM	12:00 PM	Van	299.00			299.00
June 24-28, 2024	Workshop: Berjaya Hotel, Makati							-
28-Jun-24	Training Venue (Makati) to Residence (QC)	12:00 PM	2:30 PM	Van	299.00			299.00
June 29-July 1, 2024	In Quezon City					2,200.00		2,200.00
2-Jul-24	Residence to Clark Int'l Airport	7:00 AM	8:30 AM	Van	299.00			299.00
	Clark-Batanes	11:00 AM	12:35 PM	Airplane	7,684.00			7,684.00
	Airport- Official Station	1:00 PM	1:30 PM	Tricycle	40.00			40.00
TOTAL					8,621.00	2,200.00	-	10,821.00

I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

Recommending Approval:

CARMEN C. NOGUERA
School Principal I

Prepared by:

LEILANNIE VICTORIA H. ELACION
Employee

Approved by:

ALFREDO B. GUMARU JR. EdD, CESO V
School Principal I