



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

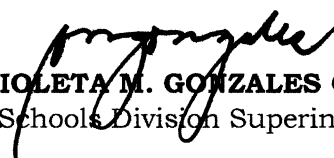
Office of the Schools Division
Superintendent

MEMORANDUM

ISSUANCE OF AUTHORITY OF TRAVEL

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
All Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is a letter from Engr. Allan A. Cachuela, City Administrator, on the above-captioned title, dated August 7, 2026, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. The policy of no Authority of Travel (AOT), no Fuel Allocation Slip (FAS) shall be observed and followed among all departments and offices using service vehicles owned by City Government of Muntinlupa.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

ISSUANCE POLICY

MRAO/DM/Issuance of Authority of Travel

320 /August 13, 2026

UN-2026-320



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
OFFICE OF THE CITY ADMINISTRATOR



Memo

To : Amelia Rose U. Casiguran,
General Services Office

From : The City Administrator

Date : 07 August 2026

Subject : Issuance of Authority to Travel before
Issuance of Fuel Allocation Slip

In order to ensure that fuel consumption is exclusively meant for official trips, the General Services Office (GSO) shall not issue Fuel Allocation Slip (FAS) without the Authority to Travel (AOT).

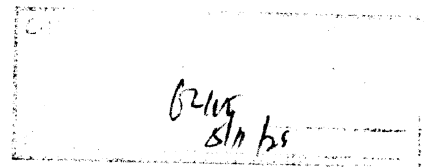
The AOT shall only be issued by the Office of the City Administrator (OCAAd), through the approval of the Deputy City Administrator.

This Memo shall likewise be disseminated to all departments and offices of the City Government of Muntinlupa (CGM). Advanced submission of the request for AOT is enjoined to avoid delay in delivery of services, in attendance to official engagements within and outside the city, and in the performance of official functions.

For the information and strict compliance of all concerned.


Engr. ALLAN A. CACHUELA

cf : Rozzano Rufino B. Biazon, City Mayor;
All Heads of the Department and Offices of the CGM



CENTRAL RECORDS OFFICE
RECEIVED
BY: ADMINISTRATOR
DATE: 8/11/2026 TIME: 10:15

CGM-OP-OCA-01F4

2nd Floor, Main Building, Muntinlupa City Hall, National Road, Brgy. Putatan, Muntinlupa City

☐ procurement@mun.gov.ph ☎ (02) 8861-6574 loc. 1778

MUN
Muntinlupa



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
OFFICE OF THE CITY ADMINISTRATOR



Inter-Office Memo
Office of the City Administrator

To : Roger J. P. Smith,
Deputy City Administrator

From : The City Administrator

Date : 07 August 2026

Subject : Issuance of Authority to Travel

Effective immediately, you are ordered to review, approve and sign requests for Authority to Travel (AOT), which shall be a requisite attachment to each request for Fuel Allocation Slip (FAS) issued by the General Services Office (GSO).

The policy of no AOT, no FAS shall be observed and followed among all departments and offices using service vehicles owned by the City Government of Muntinlupa (CGM). ✓

For your information and strict compliance.


Engr. ALLAN A. CACHUELA

cf : Rozzano Rufino B. Biazon, City Mayor;
All Departments and Offices of the CGM

CENTRAL RECORDS OFFICE
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DATE: 8/11/2026 TIME: 9:53

CGM-OP-OCA-01F4