



Republic of the Philippine  
**Department of Education**  
 Schools Division of Negros Oriental

RELEASED  
 NO: 024.0130  
 DATE: 23 JAN 2024  
 BY: [Signature]  
 RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	DR. MARCELO K. PALISPIS DR. JOELIZA M. ARCILLA DR. NILITA L. RAGAY DR. RACHEL B. PICARDAL ATTY. MARJORIE PORCINA DR. ANTONIO B. BAGUIO JR. DR. CARMELITA A. ALCALA MRS. DAE P. HABALO DR. GERALDINE OLMILLO MRS. MA. JENIFFER PIODOS MRS. LYDIA CACAS MR. FRANCIS AUSTERO MRS. KARLA P. ANTONIO DR. RUBY JEAN BIDAURE MR. FELIX III MOSQUEDA MR. TEOFAN GALLOSA MS. MA. IRENE CECILIA A. ELEMIA MS. AMABEL HERRERA MS. PHOEBE JEAN SAGOLILI MR. JESSE JOHN PAGASIAN MR. ANDRIE P. AMOR MRS. IVONE MARIE V. JARDIN MR. JASON FERMIZA MR. JERRY MAR VADIL
<b>Position/Designation</b>	SDO Personnel
<b>Permanent Station</b>	SDO Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Installation of Dr. Marcelo K. Palispis in SDO Tanjay City Division
<b>Host of Activity</b>	DepEd SDO Negros Oriental
<b>Inclusive Dates</b>	January 23, 2024
<b>Destination</b>	DepEd Tanjay City Division
<b>Fund Source</b>	Division MOOE

I hereby attest that the information in this form and in the supporting documents attached here to are true and correct.

[Signature]  
**MARCELO K. PALISPIS EdD, JD**  
 Name and Signature of Requesting Employee

January 22, 2024  
 Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

\_\_\_\_\_  
 Name and Signature of Recommending Authority

\_\_\_\_\_  
 Date

**APPROVED**

[Signature]  
**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent

\_\_\_\_\_  
 Name and Signature of Approving Authority

1/22/24  
 Date