

ANNEX A



Control No. 0009

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

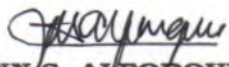
RELEASED  
NO. 024.0033  
GATE 04 JAN 2024  
SECTION

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

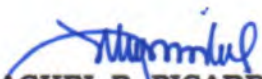
<b>Name</b>	<b>CARMİ ANN S. ALFORQUE, RN</b>
<b>Position/Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct health assessment to learners, Teachers & NT Personnel
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	January 5, 2024 – Sta. Catalina CES January 9, 2024 – Sta. Catalina CES January 10, 2024 – Obat ES January 12, 2024 – Obat HS January 16-17, 2024 – Obat ES January 19, 2024 – Obat HS January 23-24, 2024 – Kabulakan ES January 26, 2024 – Sta. Catalina CES January 30, 2024 – Amio ES January 31, 2023 -Amio HS
<b>Venue/Destination</b>	Sta. Catalina District III & IV
<b>Fund Source</b>	Division MOOE

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

  
**CARMİ ANN S. ALFORQUE, RN**  
Name and Signature of Requesting Employee


January 3, 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 purposes stated herein.

  
**RACHEL B. PICARDAL, EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

1/4/24  
Date

**Approved:**

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

1/4/2024  
Date



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of JANUARY 2024**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

- |                             |                             |
|-----------------------------|-----------------------------|
| 1 – Holiday                 | 17 – Obat ES                |
| 2 – Division Office Clinic  | 18 – Division Office Clinic |
| 3 – Division Office Clinic  | 19 – Obat HS                |
| 4 – Division Office Clinic  | 20 – Saturday               |
| 5 – Sta. Catalina CES       | 21 – Sunday                 |
| 6 – Saturday                | 22 – Division Office Clinic |
| 7 – Saturday                | 23 – Kabulakan ES           |
| 8 – Division Office Clinic  | 24 – Kabulakan ES           |
| 9 – Sta. Catalina CES       | 25 – Division Office Clinic |
| 10 – Obat ES                | 26 – Sta. Catalina CES      |
| 11 – Division Office Clinic | 27 – Saturday               |
| 12 – Obat HS                | 28 – Sunday                 |
| 13 – Saturday               | 29 – Division Office        |
| 14 – Sunday                 | 30 – Amio ES                |
| 15 – Division Office Clinic | 31 – Amio HS                |
| 16 – Obat ES                |                             |

*Note: This schedule is subject to change when deemed necessary.*

Submitted by:

**CARMI ANN S. ALFORQUE, RN**  
Nurse II

Concurred:

**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

Approved by:

**NERIC C. OJASTRO, EdD., CESO V**  
Schools Division Superintendent

1/4/2024



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 Schools Division of Negros Oriental

#0009

RELEASED  
 NO. 024.0033  
 DATED 04 JAN 2024  
 BY: [Signature]  
 SCOR SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>NICANOR F. VILLAROSA JR.</b>	
<b>Position/ Designation</b>	Dentist II	
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b> (must be supported by attachments)	To render dental health services to students, teaching and non-teaching personnel.	
<b>Host of Activity</b>	SDO NegOr School Health Section	
<b>Inclusive Dates</b>	Jan. 9,16,23,30 - Amlan CES	
	Jan.5,10,11,12,17 - Silab ES	
	Jan.24,25,26,31 - Sumaliring CES	
<b>Destination</b>	Siaton 1 and Amlan District	
<b>Fund Source</b>	Division MOOE	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>		
 <b>Nicanor F. Villarosa Jr.</b> Name and Signature of Requesting Employee		Jan.4, 2024 Date
<i>This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>		
 <b>RACHEL B. PICARDAL EdD</b> Chief, Education Supervisor, SGOD		1/4/24 Date
Name and Signature of Recommending Authority		Date
<b>APPROVED:</b>		
 <b>NERI C. OJASTRO EdD, CESO V</b> Schools Division Superintendent Schools Division of Negros Oriental		1/4/2024 Date
Name and Signature of Approving Authority		Date



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
 Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644



DepEd TAYO SDO Negros Oriental



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Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 Schools Division of Negros Oriental

**ITINERARY OF TRAVEL:**  
 For the month of January 1-31, 2024

**OBJECTIVES:**

1. To conduct health talks to learners regarding oral health.
2. To enhance oral health education among teaching/non-teaching personnel in schools.
3. Tele/Online/Face-to-Face Dental Consultation to learners.
4. Tele/Online/Face-to-Face Dental Consultation to teaching/non-teaching personnel.
5. Dental treatment to learners, teaching and non-teaching personnel.
6. Division office clinic Duty
7. SDHCP clinic duty
8. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**

1 HAPPY NEW YEAR	16 Amlan CES
2 Division Office Clinic	17 Silab ES
3 Division Office Clinic	18 Division Office Clinic
4 Division Office Clinic	19 Division Office Clinic
5 Silab ES	20 Saturday
6 Saturday	21 Sunday
7 Sunday	22 Division Office Clinic
8 Division Office Clinic	23 Amlan CES
9 Amlan CES	24 Sumaliring CES
10 Silab ES	25 Sumaliring CES
11 Silab ES	26 Sumaliring CES
12 Silab ES	27 Saturday
13 Saturday	28 Sunday
14 Sunday	29 Division Office Clinic
15 Division Office Clinic	30 Amlan CES
	31 Sumaliring CES

(NOTE: This schedule is subject to change when deemed necessary)

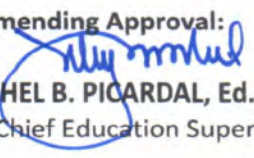
Submitted by:

  
 Nicanor F. Villarosa Jr.  
 Dentist II

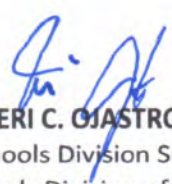
Concurred:

  
 KARINA LOUISE B. DE LA CRUZ, MD  
 Medical Officer III

Recommending Approval:

  
 RACHEL B. PICARDAL, Ed.D.  
 SGOD, Chief Education Supervisor

APPROVED:

  
 NERI C. OJASTRO EdD, CESO V  
 Schools Division Superintendent  
 Schools Division of Negros Oriental

1/4/2024



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 Department of Education  
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RELEASED  
 NO. 024-0033  
 DATE 1 JAN 2024  
 4  
 SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>KENNITH MISAMIS, RN</b>
<b>Position/ Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct PE of athletes & coaches in Tayasan I and II Districts; to serve as medics during the Municipal meet
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	January 4, 2024 - Tayasan CES January 5, 2024 - Tayasan I and II Districts
<b>Destination</b>	Tayasan 1 and 2 Districts
<b>Fund Source</b>	Division MOOE

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

**KENNITH MISAMIS, RN**

Name and Signature of Requesting Employee

January 3, 2024

Date

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

**RACHEL B. PICARDAL, EdD**

Chief, Education Supervisor, SGOD

Name and Signature of Recommending Authority

1/4/24

Date

**APPROVED**

**NERI C. OJASTRO EdD, CESO V**

Schools Division Superintendent

Name and Signature of Approving Authority

1/4/2024

Date