

ANNEX A

No.: 0663



Republic of the Philippines
Department of Education
Schools Division of Negros Oriental

RELEASED
NO. 024-0189
DATE: 23 JAN 2024
BY: [Signature]
RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	JIMMY YBEAS, JAN MARK RAMIREZ
Position/ Designation	ADA I
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To haul old files for storage
Host of Activity	Administrative – Supply
Inclusive Dates	January 22, 2023
Destination	Mayaposi PCHS
Fund Source	Division / local MOOE funds
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
 JAN MARK RAMIREZ	
_____ Name and Signature of Requesting Employee	_____ 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>	
 RUBY JEAN ESTRELLITA M. BIDAURE AO IV - Supply	
_____ Name and Signature of Recommending Authority	_____ Date
APPROVED  NERI C. OJASTRO EdD, CESE Schools Division Superintendent	
_____ Name and Signature of Approving Authority	_____ Date