***ANNEX A***

No.: 0105

Republic of the Philippine
**Department of Education**

DepED NE
RELEASED
NO. 024.0341
DATE 15 FEB 2024
BY:
RECORDS SECTION

## TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

| | |
|---|---|
| **Name**<br>**Position/Designation** | **ROSELA R. ABIERA,** DEPS – LR Manager<br>**MARICEL S. RASID,** Librarian II<br>**ELMAR L. CABRERA**, PDO II |
| **Permanent Station** | DepEd, Schools Division of Negros Oriental |
| **Purpose of Travel**<br>(must be supported by attachments) | To monitor and evaluate the Learning Resources Development Centers and Needs Analysis and provide technical assistance to School Library Coordinators and LR Coordinators. |
| **Host of Activity** | SDO Negros Oriental |
| **Inclusive Dates** | February 20-23, 2024 |
| **Destination** | Mabinay District 1, Manjuyod District 1&2, Siaton District 2, and Bacong District |
| **Fund Source** | Transportation and other incidental expenses shall be charged against Division Local/MOOE or other sources of funds subject to the usual accounting and auditing rules and regulations. |

**ROSELA R. ABIERA,** DEPS – LR Manager
Name and Signature of Requesting Employee

February 13, 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 the purpose stated herein.*

***CARMELITA A. ALCALA Ed D***
Name and Signature of Recommending Authority

Date

**APPROVED**

**NERI C. QUASTRO EdD, CESO V**
Schools Division Superintendent
Name and Signature of Approving Authority

2/14/24
Date