



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

RELEASED  
 NO. 024.0359  
 DATE 15 FEB 2024  
 BY [Signature]  
 TRAINER SECTION

### TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

<b>Name</b>	<b>JOSEPH R. GEMINA</b>
<b>Position/ Designation</b>	PROJECT Development Officer II - DRRM
<b>Permanent Station</b>	DepEd NegOr SGOD
<b>Purpose of Travel</b> (must be supported by attachments)	To give Technical Assistance and Monitor the conduct of Enhancement/Development of the School Contingency Plan
<b>Host of Activity</b>	SGOD - DRRM
<b>Inclusive Dates</b>	February 16, 20-23, 2024
<b>Destination</b>	Bacong, Jimalalud, La Libertad & Valencia Districts
<b>Fund Source</b>	DRRM Funds

*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.*

For: [Signature]

**JOSEPH R. GEMINA**

February 15, 2024

Name and Signature of Requesting Employee

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.*

[Signature]

**RACHEL B. PICARDAL EdD**

February 15, 2024

Name and Signature of Approving Authority

Date

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

Name and Signature of Approving Authority

Date