

ANNEX A



Republic of the Philippines
Department of Education

CONTROL NO.
0122

DEPED DIVISION OFFICE
RELEASED
NO. 024.0386
DATE 20 FEB 2024
BY: [Signature]
RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

REGION: VII- Central Visayas

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

Name	ESTERLITO B. MAGALLANES MARY JEAN M. SARTE	
Position/Designation	ADMINISTRATIVE ASSISTANT - II ADMINISTRATIVE AIDE - I	
Permanent Station	COA - DEPED DIVISION OF NEGROS ORIENTAL	
Purpose of Travel	TO ASSIST IN THE TRANSPORTATION OF DOCUMENTS FOR ARCHIVE AT MAYAPOS COMMUNITY HIGH SCHOOL, MABINAY.	
Host of Activity		
Period Covered (Inclusive of Travel Time)	FEBRUARY 21-23, 2024	
Venue/Destination	MABINAY	
Fund Source	DIVISION MOOE	
<i>I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.</i>		
	 _____ ESTERLITO B. MAGALLANES Administrative Assistant - II	_____ February 19, 2024 Date
<i>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</i>		
	 _____ LANI B. YURONG Administrative Officer V	_____ Date
APPROVED	 _____ NERI C. CASTRO, EDD., CESO V Schools Division Superintendent	_____ 2/19/24 Date