



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

RELEASED
 NO. 024.0388
 DATE 20 FEB 2024
 BY [Signature]
 RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL


Name	JANET L. GADDI, RN
Position/ Designation	Nurse II
Permanent Station	Division Office
Purpose of Travel (must be supported by attachments)	SBFP CONSULTATIVE MEETING
Host of Activity	Division Office
Inclusive Dates	FEBRUARY 20, 2024 – STA CATALINA DISTRICT 3
Destination	STA. CATALINA DISTRICT 3
Fund Source	MOOE

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

JANET L. GADDI, RN FEBRUARY 16, 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.

for: 
RACHEL B. PICARDAL, EdD 2/16/24
 Chief, Education Supervisor SGOD Date
 Name and Signature of Recommending Authority

Approved by:

NERI C. OJASTRO EdD, CESO V 2/16/24
 Schools Division Superintendent Date
 Schools Division of Negros Oriental