

ANNEX A

No.: 0140



Republic of the Philippine  
Department of Education

Schools Division of Negros Oriental

RECEIVED  
024-0454  
26 FEB 2024  
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**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	MR. ROMEL VICTOR A. VILLAHERMOSA, OIC ASDS SHEENA LEE B. TORRES, AO-II MARIELLE T. VILLANUEVA, ADAS-III
<b>Position/Designation</b>	SDO Personnel
<b>Permanent Station</b>	SDO Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct a conference at Benedicto P. Tirambulo Memorial National High School, Mabinay District 1
<b>Host of Activity</b>	DepEd SDO Negros Oriental
<b>Inclusive Dates</b>	February 29, 2024
<b>Destination</b>	Mabinay District 1
<b>Fund Source</b>	Official Time

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

**ROMEL VICTOR A. VILLAHERMOSA, MBA**  
Name and Signature of Requesting Employee

**February 23, 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 purpose stated herein.*

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

**APPROVED**

**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

\_\_\_\_\_  
Name and Signature of Approving Authority

**2/23/24**

\_\_\_\_\_  
Date