

ANNEX A

No.: 0149



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

DEPT. OF ED.
RELEASED
NO. 024-04BT
DATE 27 FEB 2024
SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	RUBY JEAN ESTRELLITA M. BIDAURE
Position/ Designation	AO IV - Supply
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To attend the Workshop on Asset Management Concerns
Host of Activity	Regional Office VII-Administrative Services Division
Inclusive Dates	February 28-29, 2024
Destination	Cebu City
Fund Source	Division / local MOOE funds

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

RUBY JEAN ESTRELLITA M. BIDAURE

27 FEB 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.

LANI B. YURONG

27 FEB 2024

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

Name and Signature of Approving Authority

Date



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

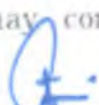
REGIONAL MEMORANDUM
NO. 149 s. 2024

27 FEB 2024


WORKSHOP ON ASSET MANAGEMENT CONCERNS

TO : **Assistant Regional Director**
Schools Division Superintendents (SDSs) & OICs
All Others Concerned

1. The Department of Education (DepEd) Regional Office VII through the Administrative Division will conduct a Workshop on Asset Management Concerns on February 28-29, 2024 in Cebu City (exact venue will announced later).
2. The objective of the activity are the following :
 - a. Prepare the final report and accountable forms on the hauling (Transpac, Suki and Metro Mobilia) and NLC;
 - c. Address issues and concern relative to Asset Management;
 - d. Come up with agreements/Ways Forward
3. Expected participants are the 20 Administrative Officers (Supply Officers) of the Schools Division Offices, Regional Office Asset Management and Administrative Division Support Staff.
4. The Supply Officers are requested to bring the following :
 - a. Laptop and extension wire;
 - b. Temporary PTRs of hauling and NLC;
5. Travelling and other expenses of SDO Supply Officers incurred relative to the attendance of the said activity shall be charged against Division/Local funds while expenses incurred by the Regional Office on the conduct of the activity shall be charged against the Regional Office Funds under AC-24-5701-GASS-003 of the 2024 Work Financial Plan (WFP) of the Administrative Service Division, all expenses are subject to the usual accounting and auditing rules and regulations.
6. For queries or clarifications, you may contact Riza Guaneco, TCE II, Administrative Division.


SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V
Director IV, Regional Director



Doña M. Gansano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700
f DepEd Tayo Region  region7.deped.gov.ph