



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

RECEIVED  
 NO. 024-0135  
 BY 15 MAR 2024  
 SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>Suzette S. Onde, Alexandria N. Ruperto</b>
<b>Position/ Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Conduct FGD with Matuog ES school personnel
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	March 14, 2024 – Matuog ES
<b>Destination</b>	Tayasan I District
<b>Fund Source</b>	MOOE

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

*Suzette S. Onde*  
**Suzette S. Onde** March 13, 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.*

*Rachel B. Picardal*  
**RACHEL B. PICARDAL, EdD** MAR 15 2024  
 Chief, Education Supervisor SGOD Date  
 Name and Signature of Recommending Authority