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

RELEASED  
 NO. 024-0957  
 APR 16 2024  
 SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	ENGR. MONICA P. ABADINES ENGR. WENDY L. BALDAZANO ENGR. ALLAN VINCE G. ENOPIA
<b>Position/ Designation</b>	Technical Assistant IV (Engineer III) Technical Assistant III (Engineer II)
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct inspection and punch listing of newly constructed 1 Storey 3 Classroom with DPWH Engineer and Contractor.
<b>Host of Activity</b>	SGOD (EFS)
<b>Inclusive Dates</b>	APRIL 22, 2024 (after flag raising)
<b>Destination</b>	Libertad Ong Calderon MES (Ajong ES), Sibulan, Negros Oriental
<b>Fund Source</b>	Division / local MOOE funds

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

**WENDY L. BALDAZANO**  
 Technical Assistant IV (Engineer III)

April 15, 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 EdD**  
 Chief, SGOD

4/15/2024

Name and Signature of Recommending Authority

Date

**APPROVED**

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

4/15/2024

Name and Signature of Approving Authority

Date