

ANNEX A



No.: 0271



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

RELEASE
NO 024-0962
DATE 17 APR 2024
BY [Signature]
RECORDS SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	ENGR. MONICA P. ABADINES ENGR. WENDY L. BALDAZANO ENGR. ALLAN VINCE G. ENOPIA
Position/ Designation	Technical Assistant IV (Engineer III) Technical Assistant IV (Engineer III) Technical Assistant III (Engineer II)
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To conduct joint punchlisting inspection of CY 2023 BEFF (Repair of Classrooms) implemented by DPWH
Host of Activity	SGOD (EFS)
Inclusive Dates	April 19, 2024
Destination	Naulaan ES, Bindoy and Palay ES, Manjuyod
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.

MONICA P. ABADINES

April 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.

RACHEL B. PICARDAL EdD
SGOD Chief

APR 16 2024

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent

Name and Signature of Approving Authority

Date

ROMEL VICTOR A. VILLAHERMOSA MBA
OIC - Assistant School Division Superintendent