



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

RELEASE
NO.: 024.1024
DATE: 24 APR 2024
BY: [Signature]
REC'D SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	BENJIE B. EPIS
Position/ Designation	Principal 1
Permanent Station	Palayuhan ES, Siaton 1
Purpose of Travel (must be supported by attachments)	Attend the pre-departure conference among coaches, asst coaches, Chaperons, Officiating Officials, and Working Committees
Host of Activity	SGOD - DRRM
Inclusive Dates	April 26, 2024
Destination	NOHS, Dumaguete City
Fund Source	School MOOE/Local Funds

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

[Signature]
JOSEPH R. GEMINA
Project Development Officer II - DRRM

April 24, 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 the purpose stated herein.

[Signature]
RACHEL B. PICARDAL EdD
Chief, SGOD

4/24/2024

Name and Signature of Recommending Authority

Date

APPROVED :

By the authority of the Schools Division Superintendent :

[Signature]
LANIE B. YURONG
Administrative Officer IV
Office-In-Charge

4/24/24

Name and Signature of Approving Authority

Date