

ANNEX A



No.: 0313



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

RELEASED
NO. 024-1115
DATE 10 MAY 2024
BY: Sc
RECORDS SECT

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	ENGR. MONICA P. ABADINES ENGR. WENDY L. BALDAZANO ENGR. ALLAN VINCE G. ENOPIA MR. JESSE JOHN E. PAGASIAN
Position/ Designation	Technical Assistant IV (Engineer III) Technical Assistant IV (Engineer III) Technical Assistant III (Engineer II) ADAS III
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To conduct final inspection of CY 2022 QRF – Repair of School Building
Host of Activity	SGOD (EFS)
Inclusive Dates	May 16, 2024
Destination	Manjuyod CES, 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

May 9, 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

5/10/2024

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent

5/10/2024

Name and Signature of Approving Authority

Date