

ANNEX A



No.: 0315



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

RELEASED  
NO. 024-111  
DATE 10 MAY 2024  
BY: [Signature]  
RECORD SECT.

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>ENGR. MONICA P. ABADINES</b> <b>ENGR. WENDY L. BALDAZANO</b> <b>ENGR. ALLAN VINCE G. ENOPIA</b>
<b>Position/ Designation</b>	Technical Assistant IV (Engineer III) 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 punch listing inspection of CY 2023 BEFF (Repair of Classrooms) with DPWH & Contractor
<b>Host of Activity</b>	SGOD (EFS)
<b>Inclusive Dates</b>	May 21, 2024
<b>Destination</b>	Biga-a ES, La Libertad
<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.

**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