



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

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 024-1172
 DATE 16 MAY 2024
 BY: [Signature]
 RECORD 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 ocular inspection for the propose covered court/gym inside the school premises.
Host of Activity	SGOD (EFS)
Inclusive Dates	MAY 20, 2024
Destination	Amlan NHS, Amlan, Negros Oriental
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.

WENDY L. BALDAZANO
 Technical Assistant IV (Engineer III)

May 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

MAY 15 2024

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESO V
 Schools Division Superintendent

5/15/2024

Name and Signature of Approving Authority

Date