



Republic of the Philippines  
**Department of Education**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

RELEASED  
 NO 024-0510  
 DATE 29 FEB 2024  
 BY: S  
 RECORD SECTION

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	JIMMY YBEAS
<b>Position/Designation</b>	
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b> <i>(must be supported by attachments)</i>	To facilitate hauling of old files from Division of Negros Oriental to Mayaposi CHS, Mabinay 1 District
<b>Host of Activity</b>	Supply Office
<b>Period Covered</b> <i>(Inclusive of Travel Time)</i>	29-May-24
<b>Venue/Destination</b>	Mabinay 1 District, Mabinay Negros Oriental
<b>Fund Source</b>	Division/local MOOE funds

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

JIMMY YBEAS  
 Name and Signature of Requesting Employee

02/28/2024  
 Date

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.*

RUBY JEAN ESTRELLITA M. BIDAURE, JD  
 Name and Signature of Recommending Authority

02/28/2024  
 Date

**APPROVED**

NERI C. GASTRO EdD, CESO V  
 Name and Signature of Approving Authority

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 Date