



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

RELEASED 024.0122  
NO.:  
DATE: 17 JAN 2024  
BY:  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MRS. DAE P. HABALO ENGR. ERWIN C. PINUTO MS. PHOEBE JEAN A. SAGOLILI</b>
<b>Position/ Designation</b>	SEPS Planning & Research DRRM Alternate BAC Secretariat
<b>Permanent Station</b>	DepEd Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct and ocular inspection in Guimaras Island, Region VI to ensure safety and compliance to DRRM standards of the possible venue for the DEDP activity
<b>Host of Activity</b>	DepEd Region VII
<b>Inclusive Dates</b>	January 18-19, 2024
<b>Destination</b>	Guimaras Island, Region VI
<b>Fund Source</b>	<b>Division MOOE</b>

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

DAE P. HABALO, ERWIN C. PINUTO, PHOEBE JEAN A. SAGOLILI January 16, 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  
Name and Signature of Approving Authority

1/16/2024  
Date

**APPROVED**

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

1/17/2024  
Date