

ANNEX A



CONTROL NO.  
867

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DepEd NEGOS  
**RELEASED**  
NO: 023.2949  
DATE: 16 OCT 2023  
BY: 8  
RECORD SECTION

**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>RUBY JEAN ESTRELLITA M. BIDAURE</b>
<b>Position/Designation</b>	AO IV - Supply Officer
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b>	To attend the Workshop on Administrative Issues and Concerns (Asset Management)
<b>Host of Activity</b>	Regional Office VII
<b>Period Covered (Inclusive of Travel Time)</b>	October 15-17, 2023
<b>Venue/Destination</b>	DepEd Ecotech Center, Sudlon, Lahug, Cebu City
<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.

  
**RUBY JEAN ESTRELLITA M. BIDAURE**

Name and Signature of Requesting Employee

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

  
**LANI B. YURONG**

Name and Signature of Recommending Authority

Date

**APPROVED**

FOR:

  
**MARCELO K. PALISPIS, EdD, JD**  
OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
**NERI C. OJASTRO EdD, CESE**

Schools Division Superintendent

Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

11 OCT 2023

**REGIONAL MEMORANDUM**

No. 764, s. 2023

**Workshop on Administrative Issues and Concerns  
(Asset Management)**

**TO : Schools Division Superintendents and OICs  
All Concerned**

1. The Department of Education (DepED) Regional Office VII through the Administrative Service Division will conduct a Workshop on Administrative Issues and Concerns (Asset Management Group) on October 16, 2023 at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The activity aims the following :
  - a. Align functions with Version 3 Office Functions (RO & SDO);
  - b. Discuss issues and concerns relating to office functions (Asset Management);
  - c. Address urgent issues and concerns on delivery of Basic Education Materials;
3. Expected participants to the workshop are the Division Supply Officers of the twenty (20) Schools Division Offices and Regional Office Administrative Service personnel.
4. The Schools Division Superintendents are hereby directed to send their Division Supply Officer to attend the said activity.
5. First Meal of participants is dinner of October 15, 2023 and last meal is lunch of October 17, 2023.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region [region7.deped.gov.ph](http://region7.deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

---

5. Expenses relative to the conduct of the activity shall be charged against Regional Office Funds under AC-23-5701-GASS-001 of the 2023 Work and Financial Plan of the Administrative Service Division, subject to the usual accounting and auditing rules and regulations.
6. Traveling and other incidental expenses of participants shall be charged against Division Office/Local Funds, subject to the usual accounting and auditing rules and regulations.
7. For concerns, you may contact Chief Ida F. Cabantan, Administrative Service Division.
8. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ, JR., Ed.D., CESO V**  
Director IV, Regional Director



---

Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region [region7.deped.gov.ph](http://region7.deped.gov.ph)

6:30 p.m.

Dinner

**October 17, 2023**