



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



TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	Through the respective PSDS/DIC: KAY STEPHANIE T. PASKO Tayasan District 2
Position/ Designation	T-3/TIC
Permanent Station	Pinalubngan NHS
Purpose of Travel (must be supported by attachments)	To serve as QATAME during the DEVELOPMENT / ENHANCEMENT OF DISTRICT CONTINGENCY PLAN FOR TROPICAL CYCLONE, EARTHQUAKE, PLANNED EVENTS
Host of Activity	SGOD - DRRM
Inclusive Dates	December 4-6, 2023
Destination	La Limar Resort, La Libertad, Negros Oriental
Fund Source	DRRM Funds / Local Funds / School MOOE
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
 JOSEPH R. GEMINA Project Development Officer II - DRRM	November 28, 2023
Name and Signature of Requesting Employee	Date
<i>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 the purpose stated herein.</i>	
By the authority of the Schools Division Superintendent	
 RACHEL B. PICARDAL EdD Chief, SGOD Office-In-Charge	NOV 28 2023
Name and Signature of Recommending Authority	Date