

ANNEX A



No.: 1031



3414102823182224

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

DCPED NEG. OR.  
**RELEASED**  
NO. 023.333.0  
DATE 07 DEC 2023  
BY: [Signature]  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	ENGR. PHILIP C. TUBOG ENGR. WENDY L. BALDAZANO ENGR. MONICA P. ABADINES MR. DESIDERIO T. QUITOY, JR.	ENGR. ALLAN VINCE G. ENOPIA
<b>Position/ Designation</b>	Division Engineer III Technical Assistant IV (Engineer III) ADA I (Division Electrician)	TECHNICAL ASSISTANT III
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental	
<b>Purpose of Travel</b> (must be supported by attachments)	Conduct punch listing/ final inspection of LMS CY 2021 - New Construction	
<b>Host of Activity</b>	SGOD (EFS)	
<b>Inclusive Dates</b>	December 7, 2023	
<b>Destination</b>	Mongpong PS, Jimalalud	
<b>Fund Source</b>	Division / local MOOE funds	

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

PHILIP C. TUBOG

November 29, 2023

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  
SGOD Chief

NOV 29 2023

Name and Signature of Recommending Authority

Date

**APPROVED**

NERI C. OJASTRO EdD, CESE  
Schools Division Superintendent

11/30/23

Name and Signature of Approving Authority

Date