

ANNEX A



No.: 1037



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



TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	ENGR. ALLAN VINCE G. ENOPIA
Position/ Designation	Technical Assistant III (Engineer II)
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To provide technical assistance regarding preparation of Program of Works with DUPA and other requirements on Modernization of Electrical System and conduct ocular inspection.
Host of Activity	SGOD (EFS)
Inclusive Dates	December 5, 2023
Destination	Magsaysay MES, Dumaguete City
Fund Source	N.A.

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

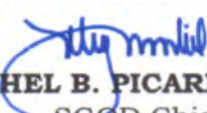

ALLAN VINCE G. ENOPIA

December 4, 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

DEC 04 2023

Name and Signature of Recommending Authority

Date

APPROVED


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

12/5/2023

Name and Signature of Approving Authority

Date



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

NERI C. OJASTRO, EdD, CESO VI
Schools Division Superintendent
Division of Negros Oriental
Daro, Dumaguete City

Dear Sir,

Greetings of peace!

DepEd Dumaguete City Division is given a tentative allocation of Php3,000,000.00 for the *Modernization of Electrical Systems of On-Grid Schools*, which is subject for Early Procurement.

In this connection, the undersigned would like to request for the assistance of **Engr. Allan Vince G. Enopia**, DepEd Electrical Engineer assigned in Negros Oriental, in preparing the Detailed Unit Price Analysis (DUPA) of the proposed Electrical Upgrade, as well as the drawings and specifications as part of the requirements in the Early Procurement Activity that this office would soon conduct.

We will be requesting the presence of Engr. Enopia tomorrow, December 5, 2023, at 8:30 AM, as we will be conducting ocular site inspection at Magsaysay Memorial Elementary School, being the recipient school, together with our DepEd Engineer and Division Physical Facilities Coordinator.

Hoping for positive response to this matter.

Thank you.


CASIANA P. CABERTE, PhD, CESO VI

Schools Division Superintendent



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