



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

DepED NEGROS ORIENTAL  
**RELEASED**  
 NO. 023.3558  
 DATE 29 DEC 2023  
 BY: [Signature]  
 REGIONAL SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>ELIZABETH S. QUIRIT, RN</b>
<b>Position/ Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Render health services to school personnel; Conduct physical assessment of school learners; Serve as medics during the District meet; Physical assessment of athletes and coaches.
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	January 3, 2024 - Sibulan CES January 4, 2024 - San Atonio ES January 9, 2024- Sibulan CES January 10, 2024- Cangmating ES January 16-17, 2024- Magatas ES January 18, 2023-Sibulan CES January 23-24, 2024- Calabnugan ES January 25, 2024 - Sibulan District Clinic January 30-31, 2024 -Bolocboloc ES
<b>Destination</b>	Sibulan I District
<b>Fund Source</b>	Division MOOE

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

*[Signature]*  
**ELIZABETH S. QUIRIT, RN**  
 Name and Signature of Requesting Employee

December 21, 2023  
 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.

*[Signature]*  
**RACHEL B. PICARDAL, EdD**  
 Chief, Education Supervisor, SGOD

**DEC 22 2023**

Name and Signature of Recommending Authority

Date

**APPROVED**

*[Signature]*  
**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent

Name and Signature of Approving Authority

Date

ANNEX A



Control No. 1076

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DEPED NEG. OR  
**RELEASED**  
NO.:  
DATE: 023-3558  
BY: 29 DEC 2023  
REG. SECTION

**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>MELYDITH P. BALDADO, RN, LPT</b>
<b>Position/Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render dental health services to teaching, non-teaching personnel and learners.
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	JANUARY 2, 2024 - LALIBERTAD DIST. 1 JANUARY 4, 2024 - LALIBERTAD DIST. 2 JANUARY 5, 2024 - JIMALALUD DIST. 2 JANUARY 9, 11, 12 & 16, 2024 - DWACAN PHS JANUARY 18 & 19, 2024 - BUSILAK EXT. JANUARY 23 & 25, 2024 - NATSUNGAN EXT. JANUARY 26 & 30, 2024 - PACUAN HS
<b>Venue/Destination</b>	LALIBERTAD DIST. 1&2 AND JIMALALUD DIST. 2
<b>Fund Source</b>	Division MOOE

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

*Melydith P. Baldado*  
**MELYDITH P. BALDADO, RN, LPT**  
Name and Signature of Requesting Employee

December 21, 2023  
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.

*Rachel B. Picardal*  
**RACHEL B. PICARDAL, EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

DEC 22 2023  
Date

**Approved:**

*Neri C. Ojastro*  
**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent

**NERI C. OJASTRO, EdD CESO V**  
Schools Division Superintendent

**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
For the month of JANUARY 2024

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:** JANUARY 2024

1 HOLIDAY	9 BAWAKAN PCHS	16 BAWAKAN PCHS	23 NASUNGAN EXT.
2 LAURENTAD 1	10 DIVISION OFFICE	17 DIVISION OFFICE	24 DIVISION OFFICE
3 DIVISION OFFICE	11 BAWAKAN PCHS	18 BUSILAK EXT.	25 NASUNGAN EXT.
4 LAURENTAD 2	12 BAWAKAN PCHS	19 BUSILAK EXT.	26 PACUAN HS
5 JIMARUND 2	13 SATURDAY	20 SATURDAY	27 SATURDAY
6 SATURDAY	14 SUNDAY	21 SUNDAY	28 SUNDAY
7 SUNDAY	15 DIVISION OFFICE	22 DIVISION OFFICE	29 DIVISION OFFICE
8 DIVISION OFFICE			30 PACUAN HS
			31 DIVISION OFFICE

Note: This schedule is subject to change when deemed necessary.

Submitted by: *Melydith P. Baldado*

Melydith P. Baldado, RN, LPT  
Licence No. 0322056  
Nurse II

Nurse II

Concurred:

*Karina Louise B. de la Cruz*  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

*Rachel B. Picardal*  
**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

Approved by:

*Neri C. Ojastro*  
**NERI C. OJASTRO, EdD CESO V**  
Schools Division Superintendent

*Division Superintendent*  
Division Superintendent  
Division of Negros

Dumaguete City



ANNEX A



Control No. 1076

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DepED NEGROS ORIENTAL  
**RELEASED**  
NO.: 023.3558  
DATE: 20 DEC 2023  
BY: [Signature]  
RECORDS SECTION

**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>DENNIS E. CHAVEZ, RN</b>	
<b>Position/Designation</b>	NURSE II	
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b>	To conduct health assessment to learners, Teachers & NT Personnel	
<b>Host of Activity</b>	Division Office	
<b>Period Covered</b> (Inclusive of Travel Time)	1/2/24 - LLCES (SDHCP Clinic) 1/4-5/24 - San Jose ES 1/9/24 - Lalibertad North Pob. PS 1/11-12/24 - Aya ES 1/16/24 - LLCES (SDHCP Clinic)	1/18-19/24 - Busilac ES 1/23/24 - Martilo ES 1/ 25-26/24 - Manluminsag ES 1/30/24 - Pisong ES
<b>Venue/Destination</b>	Lalibertad 1&2	
<b>Fund Source</b>	Division MOOE	

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

**DENNIS E. CHAVEZ, RN**  
Name and Signature of Requesting Employee

December 21, 2023  
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.

**RACHEL B. PICARDAL, EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

DEC 22 2023  
Date

**Approved:**  
**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent

Date

**NERI C. OJASTRO, EdD CESO V**  
Schools Division Superintendent

**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent  
Schools Division of Negros Oriental





Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
 For the month of JANUARY, 2024


**OBJECTIVES:**


1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

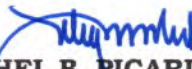
**SCHEDULE OF ACTIVITIES:**

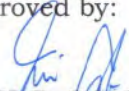
2 UCLES (SDHCP Clinic)	15 DIVISION OFFICE	24 DIVISION OFFICE
3 DIVISION OFFICE	16 UCLES (SDHCP Clinic)	25 MANUMINJAB E/1
4 SAN JOSE E/1	17 DIVISION OFFICE	26 MANUMINJAB E/1
5 SAN JOSE E/1	18 BUSUNAR E/1	29 DIVISION OFFICE
8 DIVISION OFFICE	19 BUSUNAR E/1	30 PISING E/1
9 LAURENTAN SANTA P/1	22 DIVISION OFFICE	31 DIVISION OFFICE
10 DIVISION OFFICE	23 MANTHA E/1	
11 AYA E/1		
12 AYA E/1		

Note: This schedule is subject to change when deemed necessary.

Submitted by:   
DENNIS E. CHAVEZ  
 Nurse II

Concurred:  
  
**KARINA LOUISE B. DE LA CRUZ, MD**  
 Medical Officer III

Recommending Approval:  
  
**RACHEL B. PICARDAL, EdD.**  
 Chief Education Supervisor, SGOD

Approved by:  
  
**NERI C. OJASTRO, EdD CESO V**  
 Schools Division Superintendent

... Ed, CES  
 ion Superinte  
 ision of Negr



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
 For the month of JANUARY, 2024


**OBJECTIVES:**

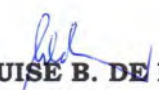
1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

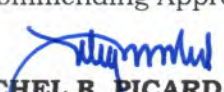
**SCHEDULE OF ACTIVITIES:**

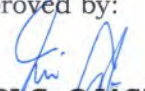
2	UCLES (SDHCP Clinic)	15	DIVISION OFFICE	24	DIVISION OFFICE
3	DIVISION OFFICE	16	UCLES (SDHCP Clinic)	25	MANUMINJAB E/1
4	SAN JOSE E/1	17	DIVISION OFFICE	26	MANUMINJAB E/1
5	SAN JOSE E/1	18	BUSNAR E/1	29	DIVISION OFFICE
8	DIVISION OFFICE	19	BUSNAR E/1	30	PISING E/1
9	LA LIBERTAD SANTA P/1	22	DIVISION OFFICE	31	DIVISION OFFICE
10	DIVISION OFFICE	23	MANITA E/1		
11	AYA E/1				
12	AYA E/1				

Note: This schedule is subject to change when deemed necessary.

Submitted by:   
DENNIS E. CHAVEZ  
 Nurse II

Concurred:  
  
**KARINA LOUISE B. DE LA CRUZ, MD**  
 Medical Officer III

Recommending Approval:  
  
**RACHEL B. PICARDAL, EdD.**  
 Chief Education Supervisor, SGOD

Approved by:  
  
**NERI C. OJASTRO, EdD CESO V**  
 Schools Division Superintendent

**... ED, CES**  
 Division Superintendent  
 Division of Negros





Republic of the Philippines  
**Department of Education**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

Control No. 1076

DEPED NEG-OR  
**RELEASED**  
 NO: 023.3558  
 DATE: 29 DEC 2023  
 BY: [Signature]  
 RECORD SECTION

**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>MINDA REGALADO, DMD, JERRY CAMPOY</b>
<b>Position/Designation</b>	Dentist II, Dental Aide
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render dental health services to teaching, non-teaching personnel and learners.
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	January 4-5, 2024 - Valencia District January 9, 11,12,16,18,19, 23, 25, 26, 30 2024 -San Jose District
<b>Venue/Destination</b>	Valencia & San Jose District
<b>Fund Source</b>	Division MOOE

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

**MINDA REGALADO, DMD**  
 Name and Signature of Requesting Employee

December 20, 2024  
 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.*

**RACHEL B. PICARDAL, EdD**  
 Chief Education Supervisor, SGOD  
 Name and Signature of Recommending Authority

**DEC 22 2023**  
 Date

**Approved:**

**NERI C. OJASTRO, EdD, CES V**  
 Schools Division Superintendent

\_\_\_\_\_  
 Date

**RACHEL B. PICARDAL EdD**  
 SGOD, Chief Education Supervisor

**NERI C. OJASTRO EdD, CES V**  
 Schools Division Superintendent  
 Schools Division of Negros Oriental





Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL:**  
 For the month of JANUARY, 2024

**OBJECTIVES:**

1. To assist the dentist in conducting health talks to learners regarding oral health.
2. To assist the dentist in enhancing oral health education among teaching/non-teaching personnel.
3. To assist the dentist during Dental Consultation to learners, teaching/non-teaching personnel.
4. To assist the dentist during Dental treatment to learners, teaching/non-teaching personnel.
5. Division office Clinic Duty.
6. SDHCP clinic duty.
7. Monitor the implementation of dental health programs.

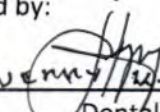
**SCHEDULE OF ACTIVITIES:**

JANUARY, 2024


4-5 VALENCIA DISTRICT  
 9, 11, 12 - SAN JOSE DISTRICT  
 16, 18, 19 - SAN JOSE DISTRICT  
 23, 25, 26 - SAN JOSE DISTRICT  
 30 - SAN JOSE DISTRICT

(NOTE: This schedule is subject to change when deemed necessary)


Submitted by:

  
JENNY M. CAMPOY  
 Dental Aide


Concurred:

  
KARINA LOUISE B. DE LA CRUZ, MD  
 Medical Officer III

Recommending Approval:

  
RACHEL B. PICARDAL EdD  
 SGOD, Chief Education Supervisor

APPROVED:

  
NERI C. OJASTRO EdD, CES-7  
 Schools Division Superintendent  
 Schools Division of Negros Oriental





ANNEX A



Control No. 1076

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DEPED NEG. OR  
**RELEASED**  
NO.: 023-3558  
DATE: 29 DEC 2023  
BY: J  
SECTION

REGION: VII- Central Visayas

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

<b>Name</b>	<b>MINDA REGALADO, DMD, JERRY CAMPOY</b>
<b>Position/Designation</b>	Dentist II, Dental Aide
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render dental health services to teaching, non-teaching personnel and learners.
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	January 4-5, 2024 - Valencia District January 9, 11,12,16,18,19, 23, 25, 26, 30 2024 -San Jose District
<b>Venue/Destination</b>	Valencia & San Jose District
<b>Fund Source</b>	Division MOOE

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

**MINDA REGALADO, DMD**

Name and Signature of Requesting Employee

December 20, 2024

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.

**RACHEL B. PICARDAL, EdD**

Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

DEC 22 2023

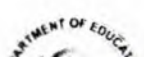
Date

Approved:

**NERI C. OJASTRO, EdD, CES V**

Schools Division Superintendent

Date





Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

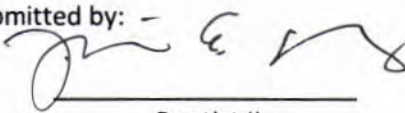
ITINERARY OF TRAVEL:  
 For the month JANUARY 2024

**OBJECTIVES:**

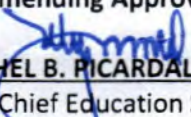
1. To conduct health talks to learners regarding oral health.
2. To enhance oral health education among teaching/non-teaching personnel in schools.
3. Tele/Online/Face-to-Face Dental Consultation to learners.
4. Tele/Online/Face-to-Face Dental Consultation to teaching/ Non-teaching personnel.
5. Dental treatment to learners, teaching and non-teaching personnel.
6. Division office Clinic Duty.
7. SDHCP clinic duty.
8. Monitor the implementation of dental health programs.


2024 SCHEDULE OF ACTIVITIES:  
 Jan 4-5 - Valencia District  
 Jan 9, 11, 12 - San Jose DIST.  
 Jan 16, 18, 19 - San Jose DIST.  
 Jan 23, 25, 26 - San Jose DIST.  
 Jan 30 - San Jose DIST.

(NOTE: This schedule is subject to change when deemed necessary)

Submitted by:   
 Dentist II

Concurred:  
  
**KARINA LOUISE B. DE LA CRUZ, MD**  
 Medical Officer III

Recommending Approval:  
  
**RACHEL B. PICARDAL EdD**  
 SGOD, Chief Education Supervisor

APPROVED:  
  
**NERI C. OJASTRO EdD, CES O V**  
 Schools Division Superintendent  
 Schools Division of Negros Oriental





ANNEX A



Control No. 1076

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>MARIVIC S. INIT, DMD</b>
<b>Position/Designation</b>	Dentist II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct health assessment to learners. Provide health services to teaching & non-teaching personnel and monitor SBFP Implementation
<b>Host of Activity</b>	SDO Negros Oriental
<b>Period Covered</b> (Inclusive of Travel Time)	January 5, 2024-FTMES January 9-10, 16, 2024- Lico-lico ES January 17,19 and 23, 2024- Cabangahan ES January 24 and 26, 2024- Maladpad ES
<b>Venue/Destination</b>	Siaton District 2 and 4
<b>Fund Source</b>	DIVISION MOOE

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

  
**MARIVIC S. INIT, DMD**  
Name and Signature of Requesting Employee

**December 21, 2023**  
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.

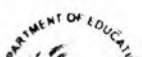
  
**RACHEL B. PICARDAL, EdD**  
Chief, Education Supervisor SGOD  
Name and Signature of Recommending Authority

**DEC 22 2023**  
Date

Approved :

  
**NERI C. OJASTRO, EdD., CESO V**  
Schools Division Superintendent

Date





Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

ITINERARY OF TRAVEL:  
 For the month July 2024

**OBJECTIVES:**

1. To conduct health talks to learners regarding oral health.
2. To enhance oral health education among teaching/non-teaching personnel in schools.
3. Tele/Online/Face-to-Face Dental Consultation to learners.
4. Tele/Online/Face-to-Face Dental Consultation to teaching/ Non-teaching personnel.
5. Dental treatment to learners, teaching and non-teaching personnel.
6. Division office Clinic Duty.
7. SDHCP clinic duty.
8. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**

- 04 - division office clinic
- 5 - Felipe truko MS
- 8 - division office clinic
- 9-10 - Lico-Lico ES
- 11-12 - division office clinic
- 15 - division office clinic
- 16 - Lico-Lico ES
- 17 - Cabangahan ES
- 18 - division office clinic
- 19 - Cabangahan ES
- 22 - division office clinic
- 23 - Cabangahan ES
- 24 - Maladpad ES
- 25 - division office clinic

- 26 - Maladpad ES
- 29-31 - division office clinic

(NOTE: This schedule is subject to change when deemed necessary)

Submitted by:

MARIVIC G. INA  
 Dentist II

Concurred:

KARINA LOUISE B. DE LA CRUZ, MD  
 Medical Officer III

Recommending Approval:

RACHEL B. PICARDAL EdD  
 SGOD, Chief Education Supervisor

APPROVED:

NERI C. OJASTRO EdD, CESO V  
 Schools Division Superintendent  
 Schools Division of Negros Oriental





ANNEX A



Control No. 1076

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>ANA MAE C. FESARIT, RN</b>
<b>Position/Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct nursing health services to teaching/non-teaching personnel and school learners. Conduct health teaching on healthy lifestyle.
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	January 2, 2024- Ayungon II CES 4, 2024- San Jose ES 5, 2024- Ayungon 1 District
<b>Venue</b>	Ayungon I and II District and Manjuyod I District
<b>Fund Source</b>	MOOE

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

ANA MAE C. FESARIT, RN  
Name and Signature of Requesting Employee  
December 20, 2023  
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*

RACHEL B. PICARDAL, Ed. D  
Chief, Education Supervisor  
Name and Signature of Recommending Authority  
12/20/2023  
Date

Approved:

NERI C. OJASTRO, CESO V  
Schools Division Superintendent  
Schools Division of Negros Oriental  
Date

14/14/23

Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
For the month of **JANUARY 2024**

**OBJECTIVES:**


1. To monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS.*
2. To provide nursing health services (i.e blood pressure, blood sugar) to teaching and non-teaching personnel, and learners.
3. To monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools.
4. To attend scheduled meeting/conferences in the Division Office and schools.
5. To conduct any health education topics to all teaching, non-teaching personnel and learners in schools, district office as well as personnel in the Division Office;
6. To conduct school visits; and
7. To Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

*Note: (This schedule is subject to change when deemed necessary.)*

1 Holiday (New Year)	11 SASMES	21 Sunday
2 Ayungon II CES (SHCP)	12 Tiguib ES	22 Division Office Clinic
3 Division Office Clinic	13 Saturday	23 Manjuyod II CES (SHCP)
4 San Jose ES	14 Sunday	24 Division Office Clinic
5 Ayungon 1 District	15 Division Office Clinic	25 Lamogong ES
6 Saturday	16 Calagcalag ES	26 Tumampon ES
7 Sunday	17 Division Office Clinic	27 Saturday
8 Division Office Clinic	18 Tanglad ES	28 Sunday
9 South Pob. ES	19 Tampocon ES	29 Division Office Clinic
10 Division Office Clinic	20 Saturday	30 Matambok ES
		31 Division Office Clinic

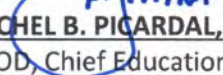
Submitted by:

  
**ANA MAE C. FESARIT, RN**  
Nurse II

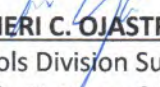
Concurred:

  
**DR. KARINA LOUISE B. DE LA CRUZ**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL, Ed.D.**  
SGOD, Chief Education Supervisor

Approved:

  
**NERI C. OJASTRO, CESO V**  
Schools Division Superintendent  
Schools Division of Negros Oriental

12/22/23







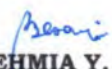
Republic of the Philippines  
Department of Education  
Schools Division of Negros Oriental

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



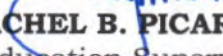
<b>Name</b>	<b>MARIA NEHMIA Y. BESARIO</b>														
<b>Position/ Designation</b>	NURSE II														
<b>Permanent Station</b>	Division Office														
<b>Purpose of Travel</b> (must be supported by attachments)	Render health services to school personnel; Monitor OK sa Deped Program implementation; Conduct physical assessment to school learners.														
<b>Host of Activity</b>	DepEd Negros Oriental														
<b>Inclusive Dates</b>	<table border="0"> <tr> <td>January 3, 2024 - Pantao Brgy. Site</td> <td>January 19, 2024 - Canggohob ES</td> </tr> <tr> <td>January 5, 2024 - Lumbanga CES</td> <td>January 23, 2024 - Tara ES</td> </tr> <tr> <td>January 9, 2024 - DCCTMES</td> <td>January 24, 2024 - Himocdongon ES</td> </tr> <tr> <td>January 10, 2024 - Dagbasan ES</td> <td>January 26, 2024 - Bagtic ES</td> </tr> <tr> <td>January 12, 2024 - Campo-aling ES</td> <td>January 30, 2024 - Lamdas ES</td> </tr> <tr> <td>January 16, 2024 - PGSMES</td> <td>January 31, 2024- Mabinay CES</td> </tr> <tr> <td>January 17, 2024 - Cantombol ES</td> <td></td> </tr> </table>	January 3, 2024 - Pantao Brgy. Site	January 19, 2024 - Canggohob ES	January 5, 2024 - Lumbanga CES	January 23, 2024 - Tara ES	January 9, 2024 - DCCTMES	January 24, 2024 - Himocdongon ES	January 10, 2024 - Dagbasan ES	January 26, 2024 - Bagtic ES	January 12, 2024 - Campo-aling ES	January 30, 2024 - Lamdas ES	January 16, 2024 - PGSMES	January 31, 2024- Mabinay CES	January 17, 2024 - Cantombol ES	
January 3, 2024 - Pantao Brgy. Site	January 19, 2024 - Canggohob ES														
January 5, 2024 - Lumbanga CES	January 23, 2024 - Tara ES														
January 9, 2024 - DCCTMES	January 24, 2024 - Himocdongon ES														
January 10, 2024 - Dagbasan ES	January 26, 2024 - Bagtic ES														
January 12, 2024 - Campo-aling ES	January 30, 2024 - Lamdas ES														
January 16, 2024 - PGSMES	January 31, 2024- Mabinay CES														
January 17, 2024 - Cantombol ES															
<b>Destination</b>	Schools of Mabinay District 1,2 & 3														
<b>Fund Source</b>	Division MOOE														

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

  
**MARIA NEHMIA Y. BESARIO, RN**  
Name and Signature of Requesting Employee

Dec. 21, 2023  
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**  
Chief, Education Supervisor, SGOD

DEC 22 2023

Name and Signature of Recommending Authority

Date

**APPROVED**

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

12/22/23

Name and Signature of Approving Authority

Date

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of January 2024**

**OBJECTIVES:**

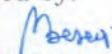
1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

- |                          |                                |
|--------------------------|--------------------------------|
| 3 - PARTAD ONLY SITE - 2 | 19 - CANICOHAN ES - 1          |
| 4 - DIVISION CLINIC      | 22 - DIVISION CLINIC           |
| 5 - LUMBONGAN CS - 2     | 23 - TARA ES - 2               |
| 8 - DIVISION CLINIC      | 24 - HIMOCOUNGON ES - 2        |
| 9 - DECT. CS             | 25 - DIVISION CLINIC           |
| 10 - DAGBASAN ES - 2     | 26 - BACTIC ES - 1             |
| 11 - DIVISION CLINIC     | 29 - DIVISION CLINIC           |
| 12 - CAMPO-ALING ES - 1  | 30 - LAMBAS ES - 1             |
| 15 - DIVISION CLINIC     | 31 - MABINAY DENTAL CLINIC - 3 |
| 16 - P. G. S. M. ES - 1  |                                |
| 17 - CANTOMBOL ES - 1    |                                |
| 18 - DIVISION CLINIC     |                                |

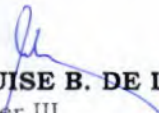
Note: This schedule is subject to change when deemed necessary.

Submitted by:

  
KARINA NIEBRA Y. BESAKO, RN

Nurse II

Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERI C. OJASTRO, EdD CESO V**  
Schools Division Superintendent







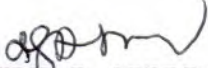
Republic of the Philippines  
 Department of Education  
 Schools Division of Negros Oriental



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MARK LESTER JALARON AMOLO, RN, LPT</b>
<b>Position/ Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Render health services to school personnel; Conduct physical assessment of school learners; Serve as medics during the District meet; Conduct Food Safety and School Canteen orientation to school heads and school vendor; Physical assessment of athletes and coaches.
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	January 3, 2024 - JNHS-JHS January 4, 2024 - JNHS-SHS January 5, 2024 - JNHS-Tamao Ext. January 9, 2024 - Tinaogan ES January 10, 2024- Canluto ES January 11-12, 2024 -Dumaguete City January 16, 2024 - Domolog ES January 17-18, 2024 -Pagsalayan ES January 23, 2024 -Bindoy SHDCP Clinic January 24, 2024 - Jimalalud SHDCP Clinic January 25, 2024 - JNHS-JHS January 26, 2024 - JNHS-SHS January 30, 2024 - Tinaogan ES January 31, 2024- Matobato ES
<b>Destination</b>	Bindoy 2 and Jimalalud 1 District
<b>Fund Source</b>	Division MOOE

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

  
**MARK LESTER J. AMOLO, RN, LPT**  
 Name and Signature of Requesting Employee

December 21, 2023  
 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.

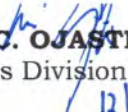
  
**RACHEL B. PICARDAL, EdD**  
 Chief, Education Supervisor, SGOD

DEC 22 2023  
 Date

**APPROVED**  
  
**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent

12/28/23  
 Date

Name and Signature of Approving Authority

  
**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent  
 12/28/23

Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of JANUARY 2024**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide dental services to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

1 – Holiday	11 –Dumaguete City	22 – Division Office Clinic
2 – Special Non-working Holiday	12 – Dumaguete City	23 – Bindoy SDHCP Clinic
3 – JNHS-JHS	13 – Saturday	24 – Jimalalud SDHCP Clinic
4 – JNHS-SHS	14 – Sunday	25 – JNHS-JHS
5 – JNHS-Tamao Ext.	15 – Division Office Clinic	26 – JNHS-SHS
6 – Saturday	16 – Domolog ES	27 – Saturday
7 – Sunday	17 – Pagsalayan ES	28 – Sunday
8 – Division Office Clinic	18 – Talaptapan ES	29 – Division Office Clinic
9 – Tinaogan ES	19 – CTO	30 – Tinaogan ES
10 –Canluto ES	20 – Saturday	31 – Matobato CES
	21 – Sunday	

*Note: This schedule is subject to change when deemed necessary.*

Submitted by:

**MARK LESTER J. AMOLO, RN, LPT**  
Nurse II

Concurred:

**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

Approved by:

**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent





ANNEX A



Control No. 1076

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

RELEASED  
NO.: 023-3558  
DATE: 29 DEC 2023  
BY: [Signature]  
RECORD SECTION

**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>DEANNE BETH QUIRIT MANABAN, RN</b>	
<b>Position/Designation</b>	NURSE II	
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b>	To conduct health assessment to learners, Teachers & NT Personnel; Conduct physical assessment to school athletes and coaches; clinic duty	
<b>Host of Activity</b>	Division Office	
<b>Period Covered (Inclusive of Travel Time)</b>	Jan 3, 2024 - Bong-Ao ES Jan 4, 2024 - Valencia CES Jan.5, 2024 - Valencia CES SDHCP clinic Jan.9, 2024 - Liptong ES Jan. 16-17, 2024 - Bong-Bong ES	Jan.18-20, 2024 - Valencia District Meet Jan. 23, 2024 - Liptong ES Jan. 24-25, 2024 - Pulangbato ES Jan. 26, 2024 - Valencia SDHCP clinic Jan. 30-31, 2024 - Balabag ES
<b>Venue/Destination</b>	Valencia District	
<b>Fund Source</b>	Division MOOE	

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

**DEANNE BETH QUIRIT MANABAN, RN**  
Name and Signature of Requesting Employee

December 21, 2023  
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.

**RACHEL B. PICARDAL, EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

DEC 22 2023  
Date

**Approved:**

**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent

12/22/23

D-

**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent  
Schools Division of Negros Oriental

12/22/23



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of January 2024**

**OBJECTIVES:**

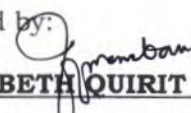
1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**


- |                             |                             |
|-----------------------------|-----------------------------|
| 1 – <b>HOLIDAY</b>          | 16 – Bong-Bong ES           |
| 2 – Division Office         | 17 – Bong-Bong ES           |
| 3 – Bong-Ao ES              | 18 – Valencia District Meet |
| 4 – Valencia CES            | 19 – Valencia District Meet |
| 5 – Valencia CES SDHCP      | 20 – Valencia District Meet |
| 6 – SAT                     | 21 – SUN                    |
| 7 – SUN                     | 22 – Division Office Clinic |
| 8 – Division Office Clinic  | 23 – Liptong ES             |
| 9 – Liptong ES              | 24 – Pulangbato ES          |
| 10 – Division Office        | 25 – Pulangbato ES          |
| 11 – Division Office        | 26 – Valencia SDHCP Clinic  |
| 12 – Division Office        | 27 – SAT                    |
| 13 – SAT                    | 28 – SUN                    |
| 14 – SUN                    | 29 – Division Office Clinic |
| 15 – Division Office Clinic | 30 – Balabag ES             |
|                             | 31 – Balabag ES             |

*Note: This schedule is subject to change when deemed necessary.*

Submitted by:

  
**DEANNE BETH QUIRIT MANABAN, RN**  
Nurse II

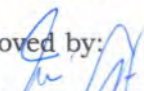
Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent  
Schools Division of Negros Oriental

\_\_\_\_\_ D \_\_\_\_\_

2/22/24





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

RELEASED  
NO.: 023.3558  
DATE: 29 DEC 2023  
BY: [Signature]  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>GWYNNE STACY T. MONCIDA</b>																
<b>Position/ Designation</b>	NURSE II																
<b>Permanent Station</b>	Division Office																
<b>Purpose of Travel</b> (must be supported by attachments)	Render health services to school personnel; Conduct physical assessment of school learners; Serve as medics during the District meet; Conduct Food Safety and School Canteen orientation to school heads and school vendor; Physical assessment of athletes and coaches.																
<b>Host of Activity</b>	DepEd Negros Oriental																
<b>Inclusive Dates</b>	<table border="0"> <tr> <td>January 4, 2024 - Valencia CES</td> <td>January 23, 2024 - Valencia SHDCP</td> </tr> <tr> <td>January 9, 2024 - Sumaliring HS</td> <td>January 24, 2024 - Pulangbato SHS</td> </tr> <tr> <td>January 10, 2024 - Balugo NHS</td> <td>January 25, 2024 - Pulangbato JHS</td> </tr> <tr> <td>January 11, 2024 - Balugo NHS</td> <td>January 30, 2024 - Albiga ES</td> </tr> <tr> <td>January 16, 2024 - Ramon Ponce de Leon ES</td> <td>January 31, 2024 - RPDLES</td> </tr> <tr> <td>January 17, 2024 - Lindy Pajunar MES</td> <td></td> </tr> <tr> <td>January 18, 2024 - Valencia District</td> <td></td> </tr> <tr> <td>January 19, 2024 - Valencia District</td> <td></td> </tr> </table>	January 4, 2024 - Valencia CES	January 23, 2024 - Valencia SHDCP	January 9, 2024 - Sumaliring HS	January 24, 2024 - Pulangbato SHS	January 10, 2024 - Balugo NHS	January 25, 2024 - Pulangbato JHS	January 11, 2024 - Balugo NHS	January 30, 2024 - Albiga ES	January 16, 2024 - Ramon Ponce de Leon ES	January 31, 2024 - RPDLES	January 17, 2024 - Lindy Pajunar MES		January 18, 2024 - Valencia District		January 19, 2024 - Valencia District	
January 4, 2024 - Valencia CES	January 23, 2024 - Valencia SHDCP																
January 9, 2024 - Sumaliring HS	January 24, 2024 - Pulangbato SHS																
January 10, 2024 - Balugo NHS	January 25, 2024 - Pulangbato JHS																
January 11, 2024 - Balugo NHS	January 30, 2024 - Albiga ES																
January 16, 2024 - Ramon Ponce de Leon ES	January 31, 2024 - RPDLES																
January 17, 2024 - Lindy Pajunar MES																	
January 18, 2024 - Valencia District																	
January 19, 2024 - Valencia District																	
<b>Destination</b>	Siaton 1 and Valencia District																
<b>Fund Source</b>	Division MOOE																

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

  
**GWYNNE STACY T. MONCIDA**  
 Name and Signature of Requesting Employee


December 21, 2023  
 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**  
 Chief, Education Supervisor, SGOD

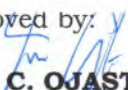
DEC 22 2023  
 Date

**APPROVED**

  
**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent

12/22/23  
 Date

Approved by:

  
**NERI C. OJASTRO, EdD, CESO V**  
 Schools Division Superintendent  
 Division of Negros Oriental  
 12/22/23



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of January 2024**

**OBJECTIVES:**

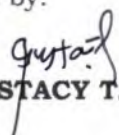
1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**


1 - Holiday	12 - Division Office	23 - Valencia SHDCP
2 - Special Leave	13 - Saturday	24 - Pulangbato SHS
3 - On leave	14 - Sunday	25 - Pulangbato JHS
4 - Valencia District	15 - Division Office	26 - Division Office
5 - Special Leave	16 - Ramon Ponce de Leon ES	27 - Saturday
6 - Saturday	17 - Lindy Pajunar MES	28 - Sunday
7 - Sunday	18 - Valencia District (District Meet)	29 - Division Office
8 - Division Office	19 - Valencia District (District Meet)	30 - Albiga ES
9 - Sumaliring HS	20 - Saturday	31 - Ramon Ponce de Leon ES
10 - Balugo NHS	21 - Sunday	
11 - Balugo NHS	22 - Division Office	

*Note: This schedule is subject to change when deemed necessary.*

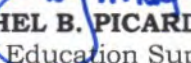
Submitted by:

  
**GWYNNE STACY T. MONCIDA**  
Nurse II

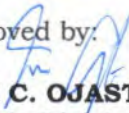
Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer/III

Recommending Approval:

  
**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent  
Division of Negros Oriental





Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL****REGION:** VII- Central Visayas**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	<b>JOHN PAUL C. MIRA, ELYNN C. MIRA</b>
<b>Position/Designation</b>	DENTIST II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct Oral examination, and dental services to learners.
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	January 2,3, 4, 2024- MANJUYOD CES January 9, 10, 11, 2024- MANJUYOD CES January 16, 17, 18, 2024- SAGRADA MES January 23, 24, 25, 2024- SASMES ES January 30, 2024- MANJUYOD CES
<b>Venue/Destination</b>	MANJUYOD DISTRICT 1 & 2
<b>Fund Source</b>	Division MOOE

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

*John Mira* *Elynn Mira*  
**JOHN PAUL C. MIRA, ELYNN C. MIRA**

Name and Signature of Requesting Employee

**Dec. 21, 2023**

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.

*Rachel B. Picardal*  
**RACHEL B. PICARDAL, EdD**

Name and Signature of Recommending Authority

**DEC 22 2023**

Date

Approved by:

*Neri C. Ojastro*  
**NERI C. OJASTRO EdD, CESO V**

Schools Division Superintendent  
Schools Division of Negros Oriental

**12/22/23**

Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of JANUARY 2024**

**OBJECTIVES:**

1. To conduct dental health examination
2. To take blood pressure and blood sugar monitoring to teaching and non-teaching personnel in Division Office, District Office and in schools while maintaining the COVID 19 Protocol compliance.
3. To attend scheduled meetings in the Division Office and in schools.
4. To render health education to all teaching and non-teaching personnel in the Division Office, District Offices and in schools related to healthy living and COVID 19 safety protocols.
5. To evaluate District Offices and school visits as a whole.

**SCHEDULE OF ACTIVITIES:**

1.	NEW YEAR'S DAY	17	SAGRADA MES
2.	MANJUYOD CES	18	SAGRADA MES
3.	MANJUYOD CES	19	DIVISION OFFICE
4.	MANJUYOD CES	20	SATURDAY
5.	DIVISION OFFICE	21	SUNDAY
6.	SATURDAY	22	DIVISION OFFICE
7.	SUNDAY	23	SASMES ES
8.	DIVISION OFFICE	24	SASMES ES
9.	MANJUYOD CES	25	SASMES ES
10.	MANJUYOD CES	26	DIVISION OFFICE
11.	MANJUYOD CES	27	SATURDAY
12.	DIVISION OFFICE	28	SUNDAY
13.	SATURDAY	29	DIVISION OFFICE
14.	SUNDAY	30	MANJUYOD CES
15.	DIVISION OFFICE	31	HOLIDAY
16.	SAGRADA MES		

Note: (This schedule is subject to change when deemed necessary.)

Submitted by:

**ELYNN C. MIRA**

Dentist II

Concurred:

**DR. KARINA LOUISE DE LA CRUZ**

Medical Officer III

Recommending Approval:

**RACHEL B. PICARDAL, Ed.D.**

SGOD, Chief Education Supervisor

Approved by:

**NERI C. OJASTRO EdD, CESO V**

Schools Division Superintendent  
Schools Division of Negros Oriental



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644

Email Address: negros.oriental@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
 For the month of JANUARY 2024

**OBJECTIVES:**

1. To conduct dental health examination
2. To take blood pressure and blood sugar monitoring to teaching and non-teaching personnel in Division Office, District Office and in schools while maintaining the COVID 19 Protocol compliance.
3. To attend scheduled meetings in the Division Office and in schools.
4. To render health education to all teaching and non-teaching personnel in the Division Office, District Offices and in schools related to healthy living and COVID 19 safety protocols.
5. To evaluate District Offices and school visits as a whole.

**SCHEDULE OF ACTIVITIES:**

1.	NEW YEAR'S DAY	17	SAGRADA MES
2.	MANJUYOD CES	18	SAGRADA MES
3.	MANJUYOD CES	19	DIVISION OFFICE
4.	MANJUYOD CES	20	SATURDAY
5.	DIVISION OFFICE	21	SUNDAY
6.	SATURDAY	22	DIVISION OFFICE
7.	SUNDAY	23	SASMES ES
8.	DIVISION OFFICE	24	SASMES ES
9.	MANJUYOD CES	25	SASMES ES
10.	MANJUYOD CES	26	DIVISION OFFICE
11.	MANJUYOD CES	27	SATURDAY
12.	DIVISION OFFICE	28	SUNDAY
13.	SATURDAY	29	DIVISION OFFICE
14.	SUNDAY	30	MANJUYOD CES
15.	DIVISION OFFICE	31	HOLIDAY
16.	SAGRADA MES		

Note: (This schedule is subject to change when deemed necessary.)

Submitted by:

**JOHN PAUL C. MIRA**  
 Dentist II

Concurred:

**DR. KARINA LOUISE DE LA CRUZ**  
 Medical Officer III

Recommending Approval:

**RACHEL B. PICARDAL, Ed.D.**  
 SGOD, Chief Education Supervisor

Approved by:

**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent  
 Schools Division of Negros Oriental

2024



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph



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



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MELCHORA ASDILLO - Dentist II RUNI JOHN P. TERO - Dental Aide</b>
<b>Position/ Designation</b>	
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Render dental health services to school children.
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	Jan 1, 2024... HOLIDAY Jan. 3-4, 2024... San Antonio ES (Sibulan District) Jan. 5, 2024... Sibulan CES Jan. 9-11, 2024... Bolocboloc ES (Sibulan District) Jan. 12, 2024... Sibulan CES Jan. 16-18, 2024... Maslog ES (Sibulan District) Jan. 19,23-26,30-31, 2024... Sibulan CES
<b>Destination</b>	Schools of Sibulan District
<b>Fund Source</b>	Division MOOE

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

**MELCHORA G. ASDILLO / RUNI JOHN P. TERO** Dec. 20, 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** **DEC 22 2023**  
 Chief, Education Supervisor, SGOD

\_\_\_\_\_  
 Name and Signature of Recommending Authority Date

**APPROVED**

**NERI C. OJASTRO EdD, CESO V** 12/22/23  
 Schools Division Superintendent

\_\_\_\_\_  
 Name and Signature of Approving Authority ED: **NERI C. OJASTRO EdD, CESO V**  
12/22/23  
 Schools Division Superintendent  
 Schools Division of Negros Oriental





Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

---

**ITINERARY OF TRAVEL:**  
For the month of January ,2024

**OBJECTIVES:**


1. To conduct health talks to learners regarding oral health.
2. To enhance oral health education among teaching/non-teaching personnel in schools.
3. Tele/Online/Face-to-Face Dental Consultation to learners.
4. Tele/Online/Face-to-Face Dental Consultation to teaching/ Non-teaching personnel.
5. Dental treatment to learners, teaching and non-teaching personnel.
6. Division office Clinic Duty.
7. SDHCP clinic duty.
8. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**


1 – HOLIDAY  
2 – Division Office  
3-4 – San Antonio ES  
5 – Sibulan CES  
8 – Division Office  
9-11 – Bolocboloc ES  
12 – Sibulan CES  
15 – Division Office  
16-18 – Maslog ES  
19 – Sibulan CES  
22 – Division Office  
23-26 – Sibulan CES  
29 – Division Office  
30-31 – Sibulan CES

(NOTE: This schedule is subject to change when deemed necessary)

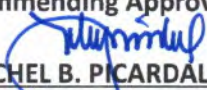
Submitted by:

  
Melchora G. Asdillo  
Dentist


Concurred:

  
KARINA LOUISE B. DE LA CRUZ, MD  
Medical Officer III

Recommending Approval:

  
RACHEL B. PICARDAL EdD  
SGOD, Chief Education Supervisor

APPROVED:

  
NERI C. OJASTRO EdD, CESO V  
12/22/23  
Schools Division Superintendent  
Schools Division of Negros Oriental



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

**RELEASED**  
 NO.: 023.3558  
 DATE: 29 DEC 2023  
 BY: [Signature]  
 RECORDS SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MELCHORA ASDILLO - Dentist II</b> <b>RUNI JOHN P. TERO - Dental Aide</b>
<b>Position/ Designation</b>	
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Render dental health services to school children.
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	Jan 1, 2024... HOLIDAY Jan. 3-4, 2024... San Antonio ES (Sibulan District) Jan. 5, 2024... Sibulan CES Jan. 9-11, 2024... Bolocboloc ES (Sibulan District) Jan. 12, 2024... Sibulan CES Jan. 16-18, 2024... Maslog ES (Sibulan District) Jan. 19,23-26,30-31, 2024... Sibulan CES
<b>Destination</b>	Schools of Sibulan District
<b>Fund Source</b>	Division MOOE

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

[Signature]  
**MELCHORA G. ASDILLO/RUNI JOHN P. TERO**  
 Name and Signature of Requesting Employee Dec. 20, 2023  
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.*

[Signature]  
**RACHEL B. PICARDAL, EdD**  
 Chief, Education Supervisor, SGOD DEC 22 2023

Name and Signature of Recommending Authority Date

**APPROVED**

[Signature]  
**NERI C. OJASTRO EdD, CESO V** 12/22/23  
 Schools Division Superintendent 12/22/23

Name and Signature of Approving Authority Division Superintendent  
 Schools Division of Negros Oriental







Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

---

**ITINERARY OF TRAVEL:**  
For the month of January, 2024

**OBJECTIVES:**

1. To assist the dentist in conduct health talks to learners regarding oral health.
2. To assist the dentist in enhance oral health education among teaching/non-teaching personnel in schools.
3. To assist the dentist during Dental Consultation to learners, teaching/Non-teaching personnel.
4. To assist the dentist during Dental treatment to learners, teaching and non-teaching personnel.
5. Division Office Clinic Duty.
6. SDHCP clinic duty.
7. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**

- 1 – HOLIDAY
- 2 – Division Office
- 3-4 – San Antonio ES
- 5 – Sibulan CES
- 8 – Division Office
- 9-11 – Bolocboloc ES
- 12 – Sibulan CES
- 15 – Division Office
- 16-18 – Maslog ES
- 19 – Sibulan CES
- 22 – Division Office
- 23-26 – Sibulan CES
- 29 – Division Office
- 30-31 – Sibulan CES

( Subject to change when deemed necessary)

Submitted by :

*Runi John P. Tero*  
Dental Aide

Concurred:

*Karina Louise B. de la Cruz*  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval :

*Rachel B. Picardal*  
**RACHEL B. PICARDAL, Ed.D.**  
SGOD, Chief Education Supervisor

APPROVED :

*Neri C. Ojastro* 12/22/23  
**NERI C. OJASTRO EdD, CES0 V**  
Schools Division Superintendent  
Schools Division of Negros Oriental





Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>FARRENN LEIGH Y. HABABAG, RN</b>
<b>Position/Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct health assessment to learners, Teachers & NT Personnel
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	January 4, 2024 - Valencia District January 5, 2024 - Zamboanguita 2 District (District Meet)
<b>Venue/Destination</b>	Valencia District and Zamboanguita 2 District
<b>Fund Source</b>	Division MOOE

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

**FARRENN LEIGH Y. HABABAG, RN**  
Name and Signature of Requesting Employee

December 21, 2023  
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.

**RACHEL B. PICARDAL, EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

12/27/23  
Date

**Approved:**

**NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent  
Office-in Charge

12/27/23  
Date

**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental





Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of JANUARY 2024**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and non teaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

- |                             |                              |
|-----------------------------|------------------------------|
| 1 – <b>HOLIDAY</b>          | 16 - Zamboanguita Science HS |
| 2 – CTO                     | 17 – Division Office Clinic  |
| 3 – CTO                     | 18 – Zamboanguita CES        |
| 4 – Valencia District       | 19 - Division Office Clinic  |
| 5 – Zamboanguita 2 District | 20 – SATURDAY                |
| 6 – SATURDAY                | 21 – SUNDAY                  |
| 7 – SUNDAY                  | 22 – CTO                     |
| 8 – Division Office Clinic  | 23 – CTO                     |
| 9 – Sumaliring HS           | 24 – Palayuhan HS            |
| 10 – Lindy Pajunar MES      | 25 – Jose Marie Locsin MHS   |
| 11 – Division Office Clinic | 26 – Paciente Cesar MHS      |
| 12 –Division Office Clinic  | 27 – SATURDAY                |
| 13 – SATURDAY               | 28 – SUNDAY                  |
| 14 – SUNDAY                 | 29 – Division Office Clinic  |
| 15 – Division Office Clinic | 30 - Division Office Clinic  |
|                             | 31 – Division Office Clinic  |

*Note: This schedule is subject to change when deemed necessary.*

Submitted by:

**FARRENN LEIGH Y. HABABAG**  
Nurse II

Concurred:

**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:

**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of JANUARY 2024**

**OBJECTIVES:**

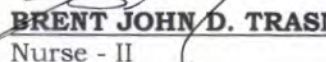
1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide dental services to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

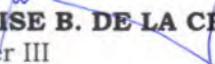
- |                             |                              |
|-----------------------------|------------------------------|
| 1 - <b>HOLIDAY</b>          | 16 - DIVISION OFFICE Clinic  |
| 2 - DIVISION OFFICE Clinic  | 17 - Mabinay 1 & 2 Districts |
| 3 - DIVISION OFFICE Clinic  | 18 - Martin Benjamin MES     |
| 4 - DIVISION OFFICE Clinic  | 19 - Tandayag ES             |
| 5 - DIVISION OFFICE Clinic  | <b>20 - SATURDAY</b>         |
| <b>6 - SATURDAY</b>         | <b>21 - SUNDAY</b>           |
| <b>7 - SUNDAY</b>           | 22 - DIVISION OFFICE Clinic  |
| 8 - DIVISION OFFICE Clinic  | 23 - DIVISION OFFICE Clinic  |
| 9 - DIVISION OFFICE Clinic  | 24 - Mabinay 3 & 4 Districts |
| 10 - Amlan CES (Clinic)     | 25 - Silab HS                |
| 11 - Jugno HS               | 26 - Silab ES                |
| 12 - Aurelio Ibero MES      | <b>27 - SATURDAY</b>         |
| <b>13 - SATURDAY</b>        | <b>28 - SUNDAY</b>           |
| <b>14 - SUNDAY</b>          | 29 - DIVISION OFFICE Clinic  |
| 15 - DIVISION OFFICE Clinic | 30 - DIVISION OFFICE Clinic  |
|                             | 31 - Panusuan ES             |

*Note: This schedule is subject to change when deemed necessary.*


Submitted by:

  
**BRENT JOHN D. TRASMONTE**  
Nurse - II

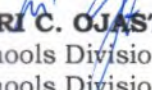
Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERI C. OJASTRO EdD, CES0 V**  
Schools Division Superintendent  
Schools Division of Negros Oriental



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644

Email Address: negros.oriental@deped.gov.ph