




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

RELEASED  
NO 023.0325  
DATE 17 FEB 2023  
RECORD SECTION

<b><u>AUTHORITY TO TRAVEL</u></b>		CONTROL NUMBER 124
<b>REGION:</b> VII <b>BUREAU/DIVISION:</b> NEGROS ORIENTAL		
<b>Date of Filing</b>	6 February 2023	
<b>Name/Position/Designation</b>	<b>JOSEPH R. GEMINA</b> Project Development Officer II – DRRM	
<b>Permanent Station</b>	SDO Negros Oriental	
<b>Purpose of Travel</b>	Monitoring of DRRM, CCAM, and EiE Programs, Activities and Projects implementation, temporary learning spaces of the affected schools on TY Odette, validation of establish preparedness measures and damages and provision of technical guidance of newly hired division DRRM Coordinators	
<b>Activity Organized/ Sponsored By</b>	SGOD - DRRM	
<b>Period Covered</b> <i>(Inclusive of Travel Time)</i>	February 8-10, 2023	
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
<b>Venue / Destination</b>	Zamboanguita District, San Jose District, Schools in First Congressional District affected by Typhoon Odette, SDO Tanjay, SDO Bais, SDO Guihulngan City, SDO Canlaon City	
<b>Expenses Covered</b>	Meals, snacks, transportation & other incidental expenses (subject to the usual accounting and auditing rules and regulations)	
<b>Fund Source</b> <b>(PAP Code/....)</b>	DRRM Funds	
<b>Recommending Approval:</b>	<b>Approved:</b>	
 <b>RACHEL B. PICARDAL EdD</b> Chief, SGOD	By the authority of the Schools Division Superintendent  <b>JOELYZA MIGUE-ARCILLA, EdD, CESE</b> OIC- Assistant Schools Division Superintendent Schools Division of Negros Oriental	
Date: <u>FEB 06 2023</u>	Date: <u>2/9/23</u> Office In-Charge	