

ANNEX A

No.: 469



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

023.153.2  
22 MAY 2023  
RECORDS SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>JAN KIM RAAGAS</b>
<b>Position/ Designation</b>	Administrative Assistant II
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	Deliver sports equipment procured under the Sports Supplies & Equipment & Distribution Program
<b>Host of Activity</b>	Administrative – Supply
<b>Inclusive Dates</b>	May 22, 2023
<b>Destination</b>	Mabinay CES
<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.

**JAN KIM RAAGAS**

22 MAY 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.

**RUBY JEAN ESTRELLITA M. BIDAURE**  
AO IV - Supply

22 MAY 2023

Name and Signature of Recommending Authority

Date

**APPROVED**

**NERI C. OJASTRO Edd, CESE**  
Schools Division Superintendent

5/22/23

Name and Signature of Approving Authority

Date