

ANNEX A



No.: 471

Republic of the Philippines
Department of Education

RELEASED
NO.: 023.1538
DATE: 23 MAY 2023
BY: S
RECORDS SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

REGION: VII- Central Visayas

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

Name	WILSON LARENA, JEDILISO CATALAN, JUNRYL DELUBIO, MA. JONALIN MONDOÑEDO
Position/Designation	ADA I, ADA I, ADA I
Permanent Station	Division Office
Purpose of Travel (must be supported by attachments)	To assist in hauling of old files to the storage area and to do minor repairs at storage area
Host of Activity	Administrative Section- Supply Unit
Period Covered (Inclusive of Travel Time)	May 24, 2023
Venue/Destination	Mayaposi PCHS, Mabinay 1
Fund Source	Division MOOE
<i>I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.</i>	
JEDILISO CATALAN Name and Signature of Requesting Employee	<u>23 MAY 2023</u> Date
<i>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.</i>	
RUBY JEAN ESTRELLITA M. BIDAURE, JD Administrative Officer IV - Supply Name and Signature of Recommending Authority	<u>23 MAY 2023</u> Date
APPROVED <i>For the Schools Division Superintendent</i>	
JOELYZA M. ARCILLA, EdD, CESE OIC - Asst. Schools Division Superintendent Name and Signature of Approving Authority	<u>23 MAY 2023</u> Date