

ANNEX A



CONTROL NO.

531

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



Name	ESTERLITO B. MAGALLANES
Position/Designation	ADMINISTRATIVE ASSISTANT - II
Permanent Station	COA - DEPED DIVISION OF NEGROS ORIENTAL
Purpose of Travel	TO ASSIST IN THE CONDUCT OF AUDIT OF ACCOUNTS TRANSACTIONS FOR CY2022 AND TO SERVE LETTER OF INTRODUCTION OF THE NEW COA AUDIT TEAM LEADER TO DIVISION OF GUIHULNGAN CITY, DIVISION OF BAIS CITY, DIVISION OF TANJAY CITY AND DIVISION OF BAYAWAN CITY.
Host of Activity	
Period Covered (Inclusive of Travel Time)	JUNE 14-15, 2023
Venue/Destination	GUIHULNGAN CITY, BAIS CITY, TANJAY CITY, BAYAWAN CITY
Fund Source	DIVISION MOOE

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

ESTERLITO B. MAGALLANES
Administrative Assistant - II

JUNE 05, 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

LANI E. YURONG
Administrative Officer V

Date

APPROVED By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD, JO
OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
Schools Division Superintendent

6/7/23
Date



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VII

National Government Audit Sector
Audit Group NGAS - 5, Education and Employment
Office of the Auditor – Audit Team No. 17
DepEd Division of Negros Oriental, Capitol Area, Dumaguete City, Negros Oriental

June 5, 2023

NERI C. OJASTRO, EDD., CESE
Schools Division Superintendent
DepEd, Division of Negros Oriental
Capitol Area, Dumaguete City


Dear Sir Ojastro,

This is in connection with our mandate embodied in the Constitution of the Philippines to examine, audit and settle all accounts pertaining to or owned by the Government. To enable us to effectively carry out our functions, and in conformity with Section 20 of the Government Code of the Philippines (PD 1445), we would like to request the services of your personnel, Mr. Esterlito B. Magallanes, Administrative Assistant II, detailed in the office of the Auditor, to assist us during our audit in the different DepEd Divisions here in Negros Oriental.

Rest assured of our continuing desire to establish a harmonious working relationship with you and your office in the interest of the service.

Thanks again for your helpful attention and consideration to this matter.

Best regards,


MELODY P. OLIVERIO
State Auditor III
Audit Team Leader