



Republic of the Philippines
Department of Education

REL
NO. 023.0150
DATE 19 JAN 2023
BY: [Signature]
SECTION

<u>AUTHORITY TO TRAVEL</u>	
CONTROL NO. 15	
REGION: VII- Central Visayas BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental	
Date of Filing	January 17, 2023
Name	ESTERLITO B. MAGALLANES - Admin. Assistant II MARY JEAN M. SARTE - Admin. Aide I JIMMY YBEAS - Admin. Aide I
Position/Designation	
Permanent Station	DIVISION OFFICE.
Purpose of Travel	TO RETRIEVE OFFICIAL DOCUMENTS STORED AT MAYAPOSI COMMUNITY HIGH SCHOOL, MABINAY.
Activity Organized/ Sponsored by	
Period Covered <i>(Inclusive of Travel Time)</i>	JANUARY 20, 2023
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue/Destination	MAYAPOSI COMMUNITY HIGH SCHOOL, MABINAY
Expenses Covered	Transportation/per diem & other incidental expenses (subject to the usual accounting and auditing rules and regulations)
Fund Source (Pap Code/...)	Division MOOE/local funds
Recommending Approval: <div style="text-align: center;"> LANI B. YURONG Administrative Officer V</div> Date: _____	Approved: By Authority of the SDS: <div style="text-align: center;"> MARCELO K. PALISPIS, EdD, JD OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT 1/19/23</div> Date: _____