



Republic of the Philippines
Department of Education

CONTROL NO.

575

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL****REGION:** VII- Central Visayas**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

Name	JAN KIM RAAGAS, PHOEBE JEAN A. SAGOLILI, OUGIE E. LABONG
Position/Designation	ADAS - II, ADA - VI, ADAS - I
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel	To attached sticker of DCP Laptops and Hard Drives
Host of Activity	Admin - Supply
Period Covered (Inclusive of Travel Time)	June 26, 2023
Venue/Destination	Naula-an ES, Bindoy I District & Tampocon I, Ayungon I District
Fund Source	Division/local MOOE funds

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

PHOEBE JEAN A. SAGOLILI

Name and Signature of Requesting Employee

06/22/2023
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

RUBY JEAN ESTRELLITA M. BIDAURE, JD

Name and Signature of Recommending Authority

6/22/23
Date

APPROVED

By the Authority of the Schools Division Superintendent

MARCELO K. PALISPIS EdD, JD

OIC - Assistant Schools Division Superintendent
Office - in - Charge

6/22/23
Date