



Republic of the Philippines  
Department of Education

CONTROL NO.

623

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

REGION: VII- Central Visayas

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

<b>Name</b>	JASON FERMIZA, MAURICIO PAALAN, RHUBERT JOY ALQUERRO, ROMAN VICETACION
<b>Position/Designation</b>	AO-II, ADAS-II, ADAS-III, ADA-I
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b>	To conduct hauling and sorting of old documents
<b>Host of Activity</b>	Admin - Supply
<b>Period Covered (Inclusive of Travel Time)</b>	July 6-7 2023
<b>Venue/Destination</b>	Mayaposi PCHS, Mabinay 1 District
<b>Fund Source</b>	Division/local MOOE funds

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

**JASON FERMIZA**

\_\_\_\_\_  
Name and Signature of Requesting Employee

\_\_\_\_\_  
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

**JIAN A. DIAZ**

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

APPROVED

**NERI C. OJASTRO EdD, CESE**

\_\_\_\_\_  
Schools Division Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver

I HEREBY CERTIFY that I have used this vehicle on official travel as stated above.