

ANNEX A



No.: 656

Republic of the Philippines  
Department of Education  
Schools Division of Negros Oriental

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>ENGR. PHILIP C. TUBOG</b> <b>MR. DESIDERIO T. QUITOY, JR.</b>
<b>Position/ Designation</b>	Division Engineer III ADA I - Electrician
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	Conduct of re-validation inspection of the schools affected by Typhoon Odette and other calamities as required by the EFD (Central Office) – Unfunded schools
<b>Host of Activity</b>	SGOD (EFS)
<b>Inclusive Dates</b>	July 20 - 21, 2023
<b>Destination</b>	Amio ES, Sta. Catalina; Caigangan ES, Sta. Catalina; Gregorio Elmaga MES, Zamboanguita; Inas ES, Valencia; Calangag ES, Bacong and Bacong CES, Bacong
<b>Fund Source</b>	Division / local MOOE funds

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

  
**PHILIP C. TUBOG**

7/18/2023

Name and Signature of Requesting Employee

Date

This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

  
**RACHEL B. PICARDAL EdD**  
SGOD Chief

7/18/2023

Name and Signature of Recommending Authority

Date

**APPROVED**

By Authority of the Schools Division Superintendent:

  
**NILITA L. RAGAY, EdD**

OIC – Office of the Assistant Schools Division Superintendent  
Office-In-Charge

Name and Signature of Approving Authority

Date