

ANNEX A



No.: 659

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

RELEASED  
NO: 023.2088  
DATE: 19 JUL 2023  
BY: g  
RECORD SECTION

TRAVEL

AUTHORITY FOR OFFICIAL TRAVEL

<b>Name</b>	JOSEPH GEMINA, PDO 2 ELMAR CABRERA, PDO 2 JERRY MAR VADIL, PDO 1 NATHANIEL LAJOT, T-III
<b>Position/ Designation</b>	PDO 2
<b>Permanent Station</b>	Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	REQUEST FOR EATTENDANCE TEAM TO BE IN CEBU FOR THE TECH RUN AND PRINTING OF IDS
<b>Host of Activity</b>	Regional Office, Cebu
<b>Inclusive Dates</b>	July 19-22, 2023
<b>Destination</b>	Regional Office, Cebu City, Cebu
<b>Fund Source</b>	Division / local MOOE

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

**JERRY MAR VADIL**

Name and Signature of Requesting Employee

July 19, 2023

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**

Name and Signature of Approving Authority

7/19/2023

Date

APPROVED

**NILITA L. RAGAY, EdD**

Name and Signature of Approving Authority

7/19/2023

Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**Office of the Regional Director**

MEMORANDUM

MLA-2023-\_\_\_\_\_

TO

**NERI OJASTRO**  
Schools Division Superintendent  
Division of Negros Oriental



FROM

**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**  
Director IV  
Office of the Regional Director

SUBJECT

**REQUEST FOR eATTENDANCE TEAM TO BE IN CEBU FOR THE  
TECH RUN AND PRINTING OF IDs**

DATE

July 15, 2023

In relation to the preparation for the upcoming Palarong Pambansa 2023 at Marikina City, this Office is requesting the members of the eAttendance System Team to be in the Regional Office from July 19 to 24 (travel time included) for the technical run of the eAttendance System and the printing of the Palaro IDs.

Here are the members of the eAttendance System Team from Negros Oriental Division:

- a. Jerry Mar Vadil
- b. Elmar Cabrera
- c. Joseph Gemina
- d. Nathaniel Layot Jr.

Board and lodging including meals of the team will be charged against the regional funds subject to the usual accounting and auditing rules and regulations. Transportation and other incidental expenses relative to this activity will be charged against the Division funds.

For immediate dissemination and action.

OFFICE OF THE REGIONAL DIRECTOR

