



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



TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	REGINA CLARINA E. EMPESO - SEPS JEYLENE E. CERAL - PDO-1 ERWIN C. PINUTO - PDO-1
Position/ Designation	
Permanent Station	DepEd Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	1.To follow up preparation of PTA on NLC
Host of Activity	Division Office
Inclusive Dates	July 19, 2023
Destination	Ayungon, Negros Oriental
Fund Source	Travelling/Transportation expenses and other incidental expenses, subject to the usual accounting and auditing rules and regulations.

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


REGINA CLARINA E. EMPESO

Name and Signature of Requesting Employee

Date: July 17, 2023

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.

RECOMMENDING APPROVAL:


RACHEL B. PICARDAL EdD

Chief-School Governance and Operations Division

Date 7/17/2023

APPROVED

By the authority of Schools Division Superintendent


NILITA L. RAGAY EdD

Chief CID/ OIC ASDS
Office In-Charge

Date 7/18/23