

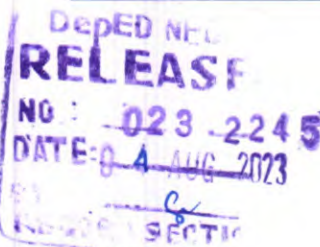
ANNEX A



Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

Control No. 702



**REGION:** VII- Central Visayas

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

<b>Name</b>	<b>MELYDITH P. BALDADO</b>
<b>Position/Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render nursing services to learners, teaching and non-teaching personnel.
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	AUG. 1,3,14,23,29,7&31, 2023- LALI CES AUG.4&7,2023 - JIMALALUD DIST. 2 AUG. 8, 2023- AYUNGON DIST. AUG. 10,17&18,2023-LALI DIST.2 AUG.11, 2023- BINDOY DIST. AUG. 15&22, 2023-LLTVS SHS AUG. 24,2023- TAYASAN DIST.
<b>Venue/Destination</b>	LALIBERTAD 1&2 & JIMALALUD 2
<b>Fund Source</b>	Division MOOE

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

**MELYDITH P. BALDADO**

Name and Signature of Requesting Employee

AUGUST 2, 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.*

**RACHEL B. PICARDAL, EdD**

Chief Education Supervisor, SGOD

Name and Signature of Recommending Authority

AUG 02 2023

Date

Approved

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**

OIC Assistant Schools Division Superintendent  
Office In Charge

8/2/23

Date



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of August 2023**

**OBJECTIVES:**

1. To monitor COVID 19 Protocol compliance in District Offices and in schools.
2. To take blood pressure and blood sugar monitoring to teaching and non-teaching personnel in Division Office, District Office and in schools while maintaining the COVID 19 Protocol compliance.
3. To attend scheduled meetings in the Division Office and in schools.
4. To render health education to all teaching and non-teaching personnel in the Division Office, District Offices and in schools related to healthy living and COVID 19 safety protocols.
5. To evaluate District Offices and school visits as a whole.

**SCHEDULE OF ACTIVITIES:**

**Note: (This schedule is subject to change when deemed necessary.)**

1 –LALI CES	16 – DIVISION OFFICE
2 –DIVISION OFFICE	17- LALI DIST.2
3 – LALI CES	18 – LALI DIST. 2
4 – JIMALALUD DIST. 2	21 - HOLIDAY
7 – JIMALALUD DIST.2	22- LLTVS SHS
8 – AYUNGON DIST.	23 – LALI CES
9 – DIVISION OFFICE	24 – TAYASAN DIST.
10 – LALI DIST 2	28 - HOLIDAY
11 – BINDOY DIST	29 – LALI CES
14 – LALI CES	30 – DIVISION OFFICE
15 – LLTVS SHS	31 – LALI CES

Submitted by:

  
**MELYDITH P. BALDADO**

Nurse II

Concurred:

  
**DR. KARINA LOUISE DE LA CRUZ**

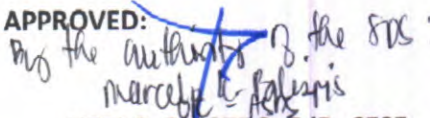
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL, Ed.D.**

SGOD, Chief Education Supervisor

APPROVED:

  
**NERI C. OJASTRO, EdD, CESE**

Schools Division Superintendent

8/27/23



Control No. 302

**ANNEX A**

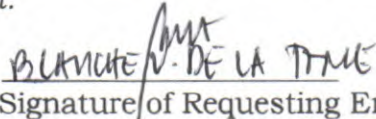

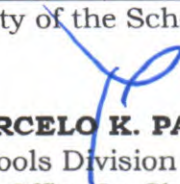
Republic of the Philippines  
Department of Education

RELEASED  
NO.: 023-2245  
DATE: 4 AUG 2023  
BY: RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

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

<b>Name</b>	BLANCHE V-DE LA TORRE		
<b>Position/Designation</b>	Nurse II		
<b>Permanent Station</b>	Division Office		
<b>Purpose of Travel</b>	Render oral health services to teaching and non-teaching personnel		
<b>Host of Activity</b>	Division Office		
<b>Period Covered</b> (Inclusive of Travel Time) August 2023	1- MAB. Div. II 2- Div. III 3- Mabinay II 4- Mabinay II 7- Mabinay II	8- MAB. IE 9- Div. III 10- MAB. IE 11- MAB. IE 12- MAB. IE	15- MAB. II 16- MAB. IE 17- MAB. III 18- MAB. IE 22- MAB. IE 23- Div. III 24- MAB. IE 25- MAB. IE 29- MAB. IE 30- Div. III 31- MAB. IE
<b>Venue/Destination</b>			
<b>Fund Source</b>	MOOE		
<p>I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.</p> <p style="text-align: center;">               Name and Signature of Requesting Employee         </p> <p style="text-align: right;">             August 2, 2023              Date         </p>			
<p>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</p> <p style="text-align: center;">   <b>RACHEL B. PICARDAL, EdD</b>              Name and Signature of Recommending Authority         </p> <p style="text-align: right;">             AUG 2 2023              Date         </p>			
<p>By the Authority of the Schools Division Superintendent:</p> <p style="text-align: center;">   <b>MARCELO K. PALISPIS, EdD, JD</b>              Assistant Schools Division Superintendent              Office-In-Charge         </p> <p style="text-align: right;">             8/2/23              Date         </p>			



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of August 2023**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

August 2023

1- MAD. DIST. OFFICE	7- MAD. IC	14- MAD. IC	21- HOLIDAY	28- HOLIDAY
2 DIV. OFFICE	8- MAD. IC	15- MAD. IC	22- MAD. IC	29- MAD. IC
3 MAD. IC	9- DIV. OFFICE	16- DIV. OFFICE	23- DIV. OFFICE	30- DIV. OFFICE
4 MAD. IC	10- MAD. IC	17- MAG. III	24- MAD. IC	31- MAD. IC
	11- MAD. IC	18- MAD. IC	25- MAD. IC	

Note: This schedule is subject to change when deemed necessary.

Submitted by:

*Blanche V. De la Torre*  
**Nurse II**

Concurred:

*Karina Louise B. De la Cruz*  
**KARINA LOUISE B. DE LA CRUZ, MD**  
 Medical Officer III

Recommending Approval:

*Rachel B. Picardal*  
**RACHEL B. PICARDAL, EdD.**  
 Chief Education Supervisor, SGOD

Approved by:

By the authority of the Schools Div. Superintendent  
*Marcelo K. Palispis*  
**MARCELO K. PALISPIS, EdD, JD**  
 Assistant Schools Division Superintendent  
 Schools Division of Negros Oriental 8/1/23



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
 Email Address: negros.oriental@deped.gov.ph



Control No. 702

**ANNEX A**

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

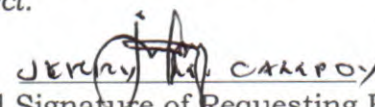
RELEASED  
NO.: 023-2245  
DATE: 04 AUG 2023  
BY: 5  
RECORD SECTION

**REGION:** VII- Central Visayas

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

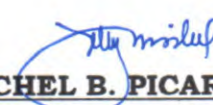
<b>Name</b>	JERRY M. CAMPOY
<b>Position/Designation</b>	DENTAL AIDE
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	Render oral health services to teaching and non-teaching personnel
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	AUG. 1, 2023 - SAN JOSE DIST.      AUG. 21, 2023 - HOLIDAY AUG. 3-4, 2023 - SAN JOSE DIST.      AUG. 22, 2023 - BALUGO ES/ AUG. 7-8, 2023 - SAN JOSE DIST.      VALENCIA DIST. AUG. 10-11, 2023 - VALENCIA DIST.      AUG. 24-25, 2023 - SAN JOSE DIST. AUG. 14, 2023 - SAN JOSE DIST.      AUG. 28, 2023 - HOLIDAY AUG. 15, 2023 - VALENCIA DIST.      AUG. 29, 2023 - PALINPIND ES/ AUG. 17-18, 2023 - VALENCIA DIST.      VALENCIA DIST. AUG. 31, 2023 - PALINPIND ES/ VALENCIA DIST.
<b>Venue/Destination</b>	VALENCIA DISTRICT AND SAN JOSE DISTRICT
<b>Fund Source</b>	MOOE

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

  
**JERRY M. CAMPOY**  
 Name and Signature of Requesting Employee

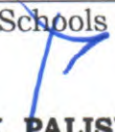
August 2, 2023  
 Date

*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*

  
**RACHEL B. PICARDAL, EdD**  
 Name and Signature of Recommending Authority

AUG 02 2023  
 Date

By the Authority of the Schools Division Superintendent:

  
**MARCELO K. PALISPIS, EdD, JD**  
 Assistant Schools Division Superintendent  
 Office-In-Charge

8/1/23  
 Date



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL:**  
 For the month of AUGUST 2023

**OBJECTIVES:**

1. To assist the dentist in conducting health talks to learners regarding oral health.
2. To assist the dentist in enhancing oral health education among teaching/non-teaching personnel.
3. To assist the dentist during Dental Consultation to learners, teaching/non-teaching personnel.
4. To assist the dentist during Dental treatment to learners, teaching/non-teaching personnel.
5. Division office Clinic Duty.
6. SDHCP clinic duty.
7. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**

AUGUST, 2023

- |                        |                                  |
|------------------------|----------------------------------|
| 1 - SAN JOSE DIST.     | 21 - HOLIDAY                     |
| 2 - DIVISION OFFICE    | 22 - BALBUENOS/VALENCIA DIST.    |
| 3-4 - SAN JOSE DIST.   | 23 - DIVISION OFFICE             |
| 7-8 - SAN JOSE DIST.   | 24-25 - SAN JOSE DIST.           |
| 9 - DIVISION OFFICE    | 28 - HOLIDAY                     |
| 10-11 - VALENCIA DIST. | 29 - PALUPIPON OS/VALENCIA DIST. |
| 14 - SAN JOSE DIST.    | 30 - DIVISION OFFICE             |
| 15 - VALENCIA DIST.    | 31 - PALUPIPON OS/VALENCIA DIST. |
| 16 - DIVISION OFFICE   |                                  |
| 17-18 - VALENCIA DIST. |                                  |

(NOTE: This schedule is subject to change when deemed necessary)

Submitted by:

*Jenny Ann Campoy*  
 Dental Aide

Concurred:

*[Signature]*  
**KARINA LOUISE B. DE LA CRUZ, MD**  
 Medical Officer III

Recommending Approval:

*[Signature]*  
**RACHEL B. PICARDAL EdD**  
 SGOD, Chief Education Supervisor

APPROVED:

By the authority of the Schools Division Superintendent  
**MARCELO K. PALISPOL**  
 Schools Division Superintendent  
 - DIC -  
*[Signature]*



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
 Email Address: negros.oriental@deped.gov.ph



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

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

RELEASED  
NO. 023.2245  
DATE: 04 AUG 2023  
REG. SECTION

<b>Name</b>	<b>MARK LESTER J. AMOLO, RN, LPT</b>		
<b>Position/ Designation</b>	Nurse II		
<b>Permanent Station</b>	Division Office		
<b>Purpose of Travel</b> (must be supported by attachments)	To render health services.		
<b>Host of Activity</b>	Division Office		
<b>Inclusive Dates</b>	AUGUST 2023 1- BAE ES 2- Bindoy District 2 3- Ayungon District 1 4- Ayungon District 1 5- Ayungon District 1 6- Ayungon District 1 7- Ayungon District 1 8- Ayungon District 1 9- MATAUTA ES 10- Bindoy 2 11- Bindoy 1 & 2 SDHEP clinic 12- Bindoy 1 & 2 SDHEP clinic 13- Bindoy 1 & 2 SDHEP clinic 14- Bindoy 1 & 2 SDHEP clinic 15-6- Jimalalud I 17-18- Tayasan I 22-23- Tayasan 2 24- Tayasan SDHEP clinic 25- Jimalalud I 29- Bindoy II 30- Bindoy II 31- Jimalalud I		
<b>Destination</b>	Ayungon District I, Bindoy 1 & 2, Jimalalud District 1, Tayasan 1 & 2		
<b>Fund Source</b>	Division MOOE		
<p>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</p> <p><u>MARK LESTER J. AMOLO, RN, LPT</u> Name and Signature of Requesting Employee</p> <p>August 2, 2023 Date</p>			
<p>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.</p> <p><u>RACHEL B. PICARDAL EdD</u> Chief, Education Supervisor SGOD Name and Signature of Recommending Authority</p> <p>AUG 02 2023 Date</p>			
<p>By Authority of the Schools Division Superintendent:</p> <p><u>MARCELO K. PALISPIS, EdD, JD</u> OIC-Assistant Schools Division Superintendent Office-In-Charge</p> <p>8/2/23 Date</p>			

Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of August 2023**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

1. BAE ES (JIMALALUD DISTRICT I)	17. TAYASAN I
2. BINDOY DISTRICT II	18. TAYASAN I
3. AYUNGON DISTRICT I	19. SAT
4. AYUNGON DISTRICT I	20. SUN
5. SAT	21. HOLIDAY
6. SUN	22. TAYASAN II
7. DIVISION OFFICE	23. TAYASAN II
8. AYUNGON I AND II SDHCP CLINIC	24. TAYASAN SDHCP CLINIC
9. MATAUTA ES (TAYASAN II)	25. JIMALALUD I
10. BINDOY II	26. SAT
11. BINDOY I AND II SDHCP CLINIC	27. SUN
12. SAT	28. HOLIDAY
13. SUN	29. BINDOY II
14. DIVISION OFFICE	30. BINDOY II
15. JIMALALUD I	31. JIMALALUD I
16. JIMALALUD I	

*Note: This schedule is subject to change when deemed necessary*

Submitted by:

**MARK LESTER J. AMOLO, RN LPT**

Nurse II

Concurred:

**KARINA LOUISE B. DE LA CRUZ, MD**

Medical Officer III

Recommending Approval:

**RACHEL B. PICARDAL, EdD.**

Chief Education Supervisor, SGOD

Approved:

By the authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD, JD  
 OIC- Assistant Schools Division Superintendent  
 OIC 8/2/23



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644

**Email Address:** negros.oriental@deped.gov.ph



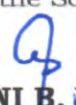




Republic of the Philippines  
Department of Education  
Schools Division of Negros Oriental

RELEASED  
NO.: 023-2245  
DATE: 04 AUG 2023  
BY: [Signature]  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>GWYNNE STACY T. MONCIDA, RN</b>
<b>Position/ Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct school monitoring and physical examinations among teaching and non-teaching personnel.
<b>Host of Activity</b>	SDO NegOr School Health Section
<b>Inclusive Dates</b>	August 1, 2023 – Dauin Science HS August 2, 2023 – Caticugan ES August 3, 2023 – Caticugan HS August 7, 2023 – Siaton Science HS
<b>Destination</b>	Siaton 3 District; Dauin District
<b>Fund Source</b>	Division MOOE
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p style="text-align: center;">   <b>GWYNNE STACY T. MONCIDA</b>          Name and Signature of Requesting Employee       </p> <p style="text-align: right;"> <u>August 1, 2023</u>          Date       </p>	
<p><i>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.</i></p> <p style="text-align: center;">   <b>RACHEL B. PICARDAL, EdD</b>          Chief, Education Supervisor, SGOD          Name and Signature of Recommending Authority       </p> <p style="text-align: right;">         _____          Date       </p>	
<p><b>APPROVED</b> By the Authority of the Schools Division Superintendent</p> <p style="text-align: center;">   <b>LANI B. YURONG</b>          Administrative Officer V          Office In-Charge       </p> <p style="text-align: right;"> <u>8/1/23</u>          Date       </p>	

Tracking No: 69157223128851



Control No. 702

**ANNEX A**

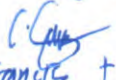
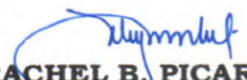
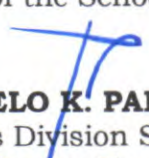
Republic of the Philippines  
Department of Education

RELEASED  
NO: ~~023-2245~~  
DATE: ~~0 3 2023~~  
OFFICE: ~~SECRETARY'S OFFICE~~

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

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

<b>Name</b>	Charlotte Francis T. Singson	
<b>Position/Designation</b>		
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b>	Render oral health services to teaching and non-teaching personnel	
<b>Host of Activity</b>	Division Office	
<b>Period Covered</b> (Inclusive of Travel Time)	August 3, 2023	
<b>Venue/Destination</b>	Mandabon CIG - Santa Catalina District I	
<b>Fund Source</b>	MOOE	
<i>I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.</i>		
 Charlotte Francis T. Singson Name and Signature of Requesting Employee		<u>August 2, 2023</u> Date
<i>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</i>		
 <b>RACHEL B. PICARDAL, EdD</b> Name and Signature of Recommending Authority		<u>AUG 02 2023</u> Date
By the Authority of the Schools Division Superintendent:		
 <b>MARCELO K. PALISPIS, EdD, JD</b> Assistant Schools Division Superintendent Office-In-Charge		<u>8/3/23</u> Date



Control No. 707

**ANNEX A**

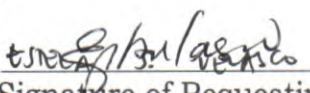

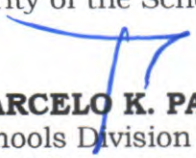
Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

RELEASED  
NO. :  
DATE: 023-227  
BY: U. A. ...  
RECORDS SECTION

**REGION:** VII- Central Visayas

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

<b>Name</b>	Estela S. Velasco, Rha. Marilyn T. Alcala	
<b>Position/Designation</b>	Nurse II, Amfist II	
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b>	Render oral health services to teaching and non-teaching personnel	
<b>Host of Activity</b>	Division Office	
<b>Period Covered</b> (Inclusive of Travel Time)	August 10-11 - Dauin Central School	
<b>Venue/Destination</b>	Dauin District	
<b>Fund Source</b>	MOOE	
<i>I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.</i>		
 Name and Signature of Requesting Employee		<u>August 2, 2023</u> Date
<i>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</i>		
 <b>RACHEL B. PICARDAL, EdD</b> Name and Signature of Recommending Authority		<u>AUG 02 2023</u> Date
By the Authority of the Schools Division Superintendent:		
 <b>MARCELO K. PALISPIS, EdD, JD</b> Assistant Schools Division Superintendent Office-In-Charge		<u>8/2/23</u> Date

ANNEX A



Control No. 702

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DEP ED  
LEA  
NO: 023-2245  
DATE: 04 AUG 2023  
BY: RECORD SECTION

**REGION:** VII- Central Visayas


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

<b>Name</b>	<b>BRENT JOHN D. TRASMONTE, RN</b>
<b>Position/Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	Render health Services/ Monitor Ok sa DepEd programs.
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	August 2, 2023- Caticugan ES August 3, 2023- Caticugan HS August 4, 2023- Siaton Science HS
<b>Venue/Destination</b>	Siaton 3 district
<b>Fund Source</b>	MOOE


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

  
**BRENT JOHN D. TRASMONTE** August 2, 2023  
 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*

  
**RACHEL B. PICARDAL, EdD** AUG 02 2023  
 Name and Signature of Recommending Authority Date

Approved by:

  
**MARCELO K. PALISPIS, EdD, JD** 8/2/23  
 OIC- Assistant Schools Division Superintendent Date  
 Schools Division of Negros Oriental