

ANNEX A



No.: 831



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

DepED NEG. OR.  
**RELEASED**  
NO: 023-2838  
DATE: 04 OCT 2023  
BY: [Signature]  
REG. SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>ENGR. MONICA P. ABADINES ENGR. WENDY L. BALDAZANO MR. DESIDERIO T. QUITOY, JR. MR. JESSE JOHN E. PAGASIAN</b>
<b>Position/ Designation</b>	Technical Assistant IV (Engineer III) ADA I (Division Electrician) ADAS III
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	Conduct punch listing inspection and monitoring of CY 2022 Quick Response Fund (QRF) New Construction of School Buildings Affected by Calamities, Epidemics, Crises, & Catastrophes and ocular inspection for LMS CY 2021
<b>Host of Activity</b>	SGOD (EFS)
<b>Inclusive Dates</b>	October 11, 2023
<b>Destination</b>	Jimalalud CES, Mongpong PS – Jimalalud; Manjuyod CES, Manjuyod
<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.

**MONICA P. ABADINES**

October 2, 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

OCT 02 2023

Name and Signature of Recommending Authority

Date

**APPROVED**

**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

10/2/23

Name and Signature of Approving Authority

Date