

ANNEX A



No.: 840



DepED NEG. O.  
**RELEASED**  
NO.: 023-2870  
DATE: 05 OCT 2023  
BY: \_\_\_\_\_  
RECORD SECTION

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>ENGR. WENDY L. BALDAZANO</b> <b>ENGR. MONICA P. ABADINES</b> <b>MR. DESIDERIO T. QUITOY, JR.</b>
<b>Position/ Designation</b>	Division Engineer III Technical Assistant IV (Engineer III) ADA I (Division Electrician)
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	Conduct ocular site inspection and monitoring of LMS CY 2021 to provide verified report as required by Central Office.
<b>Host of Activity</b>	SGOD (EFS)
<b>Inclusive Dates</b>	October 9, 2023
<b>Destination</b>	Mongpong PS – Jimalalud; Canlukduhan ES, Ayungon; Antulang ES, Siaton
<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**

October 4, 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

10/4/2023

Name and Signature of Recommending Authority

Date

**APPROVED**

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

10/4/23

Name and Signature of Approving Authority

Date