



No.: 849



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

RELEASED  
 NO. 023-2902  
 DATE: 09 OCT 2023  
 BY: G  
 RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MR. DESIDERIO T. QUITOY JR.</b>
<b>Position/ Designation</b>	ADA I/ Division Electrician
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct market survey for construction materials to local suppliers within within Dumaguete City and neighboring towns in preparation of CY 2024 BEFF.
<b>Host of Activity</b>	SGOD (EFS)
<b>Inclusive Dates</b>	October 10 and 12, 2023
<b>Destination</b>	Polaris Power Engineering, DN Philsouth Steel Corp., JB Marketing, Inc., G Uymatiao Jr. Construction, Uymatiao Trading Corp., Philsouth Properties & Dev't Corp.
<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**  
 Division Engr. III

Name and Signature of Requesting Employee

10-6-2023

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**  
 SGOD Chief

Name and Signature of Recommending Authority

10/9/2023

Date

**APPROVED**

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

Name and Signature of Approving Authority

10/9/23

Date