



Republic of the Philippines  
Department of Education

CONTROL NO.

813

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

RELEASED  
NO: 023-2904  
DATE: 8 OCT 2023  
BY: [Signature]  
RECORD SECTION

**REGION:** VII- Central Visayas**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	<b>JAN KIM RAAGAS, JEDILISO CATALAN, OUGIE LABONG, JESSE JOHN PAGASIAN</b>
<b>Position/Designation</b>	ADAS II, ADA I, ADA I, ADA - III
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b>	To deliver Learning Materials and TVL Equipment
<b>Host of Activity</b>	Admin - Supply
<b>Period Covered (Inclusive of Travel Time)</b>	October 10-13, 2023
<b>Venue/Destination</b>	1st, 2nd, 3rd Congressional District
<b>Fund Source</b>	Division/local MOOE funds

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

  
**JEDILISO N. CATALAN**

\_\_\_\_\_  
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

  
**RUBY JEAN ESTRELLITA M. BIDAURE**

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

**APPROVED**

By the Authority of the School Division Superintendent

  
**MARCELO K. PALISPIS Edd, JD**

\_\_\_\_\_  
OIC - Assistant Schools Division Superintendent  
Office - In - Charge

10/9/2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver