

ANNEX A



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

No.: 980



3414916239342
NO.: 023-2968
DATE: 10 OCT 2023
BY: [Signature]
RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	ENGR. MONICA P. ABADINES ENGR. WENDY L. BALDAZANO
Position/ Designation	Technical Assistant IV (Engineer III)
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To conduct ocular site inspection of recipient school for Multi-purpose Building (Covered Court/ Evacuation Center)
Host of Activity	SGOD (EFS)
Inclusive Dates	October 18, 2023
Destination	Ayungon NHS, Ayungon
Fund Source	Division / local MOOE funds
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
 MONICA P. ABADINES	October 16, 2023
Name and Signature of Requesting Employee	Date
<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>	
 RACHEL B. PICARDAL EdD SGOD Chief	10/16/23
Name and Signature of Recommending Authority	Date
APPROVED	
 NERI C. OJASTRO EdD, CESE Schools Division Superintendent	10/16/23
Name and Signature of Approving Authority	Date