ANNEX A

No.: 905

Republic of the Philippine
Department of Education

RELEASED
NO. 023.3067
DATE: 24 OCT 2023
RECORDS SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name **Position/Designation**	**ROSELA R. ABIERA,** DEPS – LR Manager **MARICEL S. RASID,** Librarian II **ELMAR L. CABRERA**, PDO II **ANNA LEE A. AMORES**, DEPS – English **RENANTE A. JUANILLO**, DEPS – Filipino **CARMELITA A. ALCALA**, DEPS-AP **TEOFAN GALLOSA**, EPS – M&E
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	Onsite Validation of the Division-Wide Search for the Most Functional School Library and Outstanding School Library Coordinator
Host of Activity	SDO Negros Oriental
Inclusive Dates	October 24-27, 2023, November 3-4, 2023, November 6, 2023 and November 18, 2023 Note: Attendance on Saturday shall entitle all the participants to Compensatory Time Off (CTO) for Non-teaching personnel and Service Credits for Teaching personnel.
Destination	Congressional District 1 to 3
Fund Source	Transportation and other incidental expenses shall be charged against Division Local/MOOE or other sources of funds subject to the usual accounting and auditing rules and regulations.

ROSELA R. ABIERA, DEPS – LR Manager
Name and Signature of Requesting Employee

October 23, 2023
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 the purpose stated herein.

NILITA L. RAGAY Ed D
Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
Name and Signature of Approving Authority

10/23/23
Date