



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

No.: 913

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MELCHORA G. ASDILLO</b>
<b>Position/ Designation</b>	Dentist II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Render dental health services
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	Nov. 7-8.... Cambojao ES (Sibulan District) Nov. 9-10,..... Sibulan CES (Sibulan District) Nov. 14,16... Maningcao ES (Sibulan District) Nov. 17..... Sibulan CES (Sibulan District) Nov. 21-23..... LOCMES Nov. 24.....Forced Leave Nov. 28-30.. Bolocboloc ES (Sibulan Dist.)
<b>Destination</b>	Schools of Sibulan District
<b>Fund Source</b>	Division MOOE

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

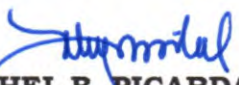
  
**MELCHORA G. ASDILLO**

Oct. 23, 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**  
Chief, Education Supervisor, SGOD

OCT 24 2023

Name and Signature of Recommending Authority

Date

**APPROVED**

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

10/24/2023

Date



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL:**  
 For the month November 2023

**OBJECTIVES:**

1. To conduct health talks to learners regarding oral health.
2. To enhance oral health education among teaching/non-teaching personnel in schools.
3. Tele/Online/Face-to-Face Dental Consultation to learners.
4. Tele/Online/Face-to-Face Dental Consultation to teaching/ Non-teaching personnel.
5. Dental treatment to learners, teaching and non-teaching personnel.
6. Division office Clinic Duty.
7. SDHCP clinic duty.
8. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**

Nov 2-2/23 - Holidays  
 11/3/23 - Div. office  
 11/4-5/23 - Sat/Sun  
 11/6/23 - Div. office  
 11/7-8/23 - Cambajao ES  
 11/9-10/23 - Sibulan CES  
 11/11-12/23 - Sat/Sun  
 11/13/23 - Division office  
 11/14-16/23 - Maningao ES  
 11/17/23 - Sibulan CES  
 11/18-19/23 - Sat/Sun

Nov 20/23 - Div. office  
 11/21-23/23 - LOCMES  
 11/24/23 - Forced leave  
 11/25-26/23 - Sat/Sun  
 11/27/23 - Division office  
 11/28-30/23 - Bhabla ES

(NOTE: This schedule is subject to change when deemed necessary)

Submitted by:

Melchor Diosdado G. Asa  
 Dentist II

Concurred:

KARINA LOUISE B. DE LA CRUZ, MD  
 Medical Officer III

Recommending Approval:

RACHEL B. PICARDAL EdD  
 SGOD, Chief Education Supervisor

APPROVED:

NERI C. OJASTRO EdD, CESE  
 Schools Division Superintendent  
 Schools Division of Negros Orient-  
 1024 b m





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

DEPT. OF ED.  
**RELEASED**  
 NO: 023.3081  
 DATE: 25 OCT 2023  
 BY: [Signature]  
 SECTION: [Signature]

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>RUNI JOHN P. TERO</b>
<b>Position/ Designation</b>	Dental Aide
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Render dental health services
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	Nov. 7-8.... Cambojao ES (Sibulan District) Nov. 9-10,..... Sibulan CES (Sibulan District) Nov. 14,16... Maningcao ES (Sibulan District) Nov. 17..... Sibulan CES (Sibulan District) Nov. 21-23..... LOCMES Nov. 24....Sibulan CES Nov. 28-30.. Bolocboloc ES (Sibulan Dist.)
<b>Destination</b>	Schools of Sibulan District
<b>Fund Source</b>	Division MOOE

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

**RUNI JOHN P. TERO**

Name and Signature of Requesting Employee

Oct. 23, 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**

Chief, Education Supervisor, SGOD

**OCT 24 2023**

Name and Signature of Recommending Authority

Date

**APPROVED**

**NERI C. OJASTRO EdD, CESE**

Schools Division Superintendent

10/24/2023

Date



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL:**  
**For the month of November 2023**

**OBJECTIVES:**

1. To assist the dentist in conduct health talks to learners regarding oral health.
2. To assist the dentist in enhance oral health education among teaching/non-teaching personnel in schools.
3. To assist the dentist during Dentasl Consultation to learners, teaching/Non-teaching personnel.
4. To assist the dentist during Dental treatment to learners, teaching and non-teaching personnel.
5. Division Office Clinic Duty.
6. SDHCP clinic duty.
7. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**

Nov. 1-2	Holy Day	Nov. 20	Division Office
Nov. 3	Division Office	Nov. 21-23	LOCMES
Nov. 6	Division Office	Nov. 24	Sibulan CES
Nov. 7-8	Cambojao ES	Nov. 27	Division Office
Nov. 9- 10	Sibulan CES	Nov. 28- 30	Bolocboloc ES
Nov. 13	Division Office		
Nov. 14- 16	Maningcao ES		
Nov. 17	Sibulan CES		

( Subject to change when deemed necessary)

Submitted by :

**Runi John P. Tero**  
 Dental Aide

Concurred:

**KARINA LOUISE B. DE LA CRUZ, MD**  
 Medical Officer III

Recommending Approval :

**RACHEL B. PICARDAL, Ed.D.**  
 SGOD, Chief Education Supervisor

APPROVED :

**NERI C. OJASTRO EdD, CESE**  
 Schools Division Superintendent  
 Schools Division of Negros Oriental

10/24/2023





ANNEX A



Control No. 913

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

DEPED NEG. OR  
RELEASED  
NO: 023-3081  
DATE: 25 OCT 2023  
SECTION

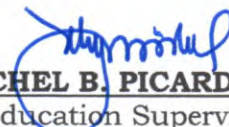
<b>Name</b>	<b>ESTELA S. VELASCO</b>
<b>Position/Designation</b>	Nurse - II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render health services to teaching & non-teaching personnel. To conduct physical assessment to learners.
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	November 9, 2023 – Bulak ES November 7, 10, 14, 16, 17, 20, 21, 30, 2023 – Dauin CES/Clinic Duty
<b>Venue/Destination</b>	Dauin District
<b>Fund Source</b>	Division MOOE

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

  
**ESTELA S. VELASCO, RN**  
Name and Signature of Requesting Employee

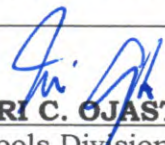
October 23, 2023  
Date

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 purposes stated herein.

  
**RACHEL B. PICARDAL, EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

OCT 24 2023  
Date

Approved:

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

10/24/2023  
Date

Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

ITINERARY OF TRAVEL  
For the month of NOVEMBER 2023

**OBJECTIVES:**

1. To monitor COVID 19 Protocol compliance in District Offices and in schools.
2. To take blood pressure and blood sugar monitoring to teaching and non-teaching personnel in Division Office, District Office and in schools while maintaining the COVID 19 Protocol compliance.
3. To attend scheduled meeting in the Division Office and in schools.
4. To render health education to all teaching and non-teaching personnel in the Division Office, District Offices and in schools related to healthy living and COVID 19 safety protocols.
5. To evaluate District Offices and school visits as a whole.

**SCHEDULE OF ACTIVITIES:**

Note: (This schedule is subject to change when deemed necessary.)

November, 2023

3 - CTO

6 - Division Office

7 - Davao City / Clinic duty

8 - D.O

9 - Bulakals

10 - Davao City

13 - D.O

14 - Davao City / Clinic duty

15 - D.O

16 - Davao City

17 -

20 - Davao City

21 - Davao City

22 - D.O

23 - 24 - FL

28 - FL

29 - D.O

30 - Davao City / Clinic duty

Submitted by:

*Estela S. Ydaso*  
Estela S. Ydaso  
Nurse II

Concurred:

*kl*  
DR. KARINA LOUISE DE LA CRUZ  
Medical Officer III

Recommending Approval:

*Raymond*  
RACHEL B. PICARDAL, Ed.D.  
SGOD, Chief Education Supervisor

APPROVED:

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





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

No.: 913

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>Charlotte Francis T. Singson</b>
<b>Position/ Designation</b>	Dentist II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	Render dental health services
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	Nov.7,9-10 -Calango ES <sup>2027</sup> Nov.14,16-17 - Zamboanguita C/S Nov.21 Manalongon C/S Nov. 23-24 Mayabon E/S Nov.28,30 Nasipit E/S
<b>Destination</b>	Zambo. Dist. 1 & 2 , Siaton Dist.3 , Sta.Catalina Dist.1
<b>Fund Source</b>	Division MOOE
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p> <b>Charlotte Francis T. Singson</b> Name and Signature of Requesting Employee</p> <p style="text-align: right;">October 23, 2023 Date</p>	
<p><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></p> <p> <b>RACHEL B. PICARDAL, EdD</b> Chief, Education Supervisor, SGOD</p> <p style="text-align: right;"><b>OCT 24 2023</b></p> <p>_____ Name and Signature of Recommending Authority</p> <p style="text-align: right;">_____ Date</p>	
<p><b>APPROVED</b></p> <p> <b>NERI C. OJASTRO EdD, CESE</b> Schools Division Superintendent</p> <p style="text-align: right;">10/24/2023 Date</p>	

Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL:**  
 For the month November 2023

**OBJECTIVES:**

1. To conduct health talks to learners regarding oral health.
2. To enhance oral health education among teaching/non-teaching personnel in schools.
3. Tele/Online/Face-to-Face Dental Consultation to learners.
4. Tele/Online/Face-to-Face Dental Consultation to teaching/ Non-teaching personnel.
5. Dental treatment to learners, teaching and non-teaching personnel.
6. Division office Clinic Duty.
7. SDHCP clinic duty.
8. Monitor the implementation of dental health programs.

**SCHEDULE OF ACTIVITIES:**


Nov 1- All Saint's Day  
 2- All Souls Day  
 3- Division office  
 4-5 - Saturday / Sunday  
 6 Division office  
 7 Calango EIS  
 8 Division office  
 9 Calango EIS  
 10 Calango EIS  
 11-12 Saturday / Sunday

13 - Division office  
 14 - Zamboanguita CIS  
 15 - Division office  
 16 - Zamboanguita CIS  
 17 - Zamboanguita CIS  
 18-19- Saturday / Sunday  
 20 Division office  
 21 Mandulongon CIS  
 22 Division office  
 23 Mayabon EIS  
 24 Mayabon EIS


25 / 26 Saturday / Sunday  
 27 Division office  
 28 Nasipit EIS  
 29 Division office  
 30 Nasipit EIS

(NOTE: This schedule is subject to change when deemed necessary)

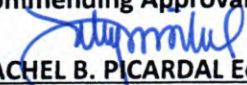
Submitted by:

  
Charlotte Francis T. Simpson  
 Dentist II


Concurred:

  
KARINA LOUISE B. DE LA CRUZ, MD  
 Medical Officer III

Recommending Approval:

  
RACHEL B. PICARDAL EdD  
 SGOD, Chief Education Supervisor

APPROVED:

  
NERI C. OJASTRO EdD, CESE  
 Schools Division Superintendent  
 Schools Division of Negros C

10/24/2023



ANNEX A



Control No. 913

Republic of the Philippines

Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DepEd NEG. O.  
**RELEASED**  
NO :  
DATE: 023.308  
BY: Jr  
RECORDS SECTION  
25 OCT 2023

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

Name	<b>GUEIA N. SAMSON, RN</b>
Position/Designation	NURSE II
Permanent Station	Division Office
Purpose of Travel	To render health care services to learners, teaching and non-teaching personnel.
Host of Activity	Division Office
Period Covered (Inclusive of Travel Time)	November 7, 2023- Dauin CES November 8, 2023- Felipe Tayko Memorial School November 9, 2023- Felipe Tayko Memorial School November 14, 2023 - SDHCP Clinic Pio Macahig MES November 15, 2023- Pio Macahig MES November 16, 2023 - Giligaon ES November 22, 2023- San Jose ES November 23, 2023- San Jose ES
Venue/Destination	Dauin, Siaton 2 and 4 Districts
Fund Source	MOOE

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

**GUEIA N. SAMSON, RN**  
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 purposes stated herein

**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

OCT 24 2023  
Date

APPROVED:

**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

10/24/2023  
Date

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of November 2023**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

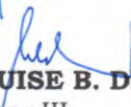
- |                                     |                             |
|-------------------------------------|-----------------------------|
| 1 - <b>HOLIDAY</b>                  | 16 - Giligaon HS            |
| 2 - <b>HOLIDAY</b>                  | 17 - Division Office        |
| 3 - Division Leave                  | <b>18 - SAT</b>             |
| <b>4 - SAT</b>                      | <b>19 - SUN</b>             |
| <b>5 - SUN</b>                      | 20 - Division Office Clinic |
| 6 - Division Office                 | 21 - Division Office Clinic |
| 7 - Dauin Central Elementary School | 22 - San Jose ES            |
| 8 - Felipe Tayko Memorial School    | 23 - San Jose ES            |
| 9 - Felipe Tayko Memorial School    | 24 - Division Office        |
| 10 - Division Office                | <b>25 - SAT</b>             |
| <b>11 - SAT</b>                     | <b>26 - SUN</b>             |
| <b>12 - SUN</b>                     | 27 - <b>HOLIDAY</b>         |
| 13 - Division Office Clinic         | 28 - Division Office Clinic |
| 14 - SHDP Clinic Pio Macahig MCS    | 29 - Division Office Clinic |
| 15 - Pio Macahig MCS                | 30 - Division Office Clinic |

*Note: This schedule is subject to change when deemed necessary.*


Submitted by:

  
**GUEIA N. SAMSON, RN**  
Nurse II


Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERIC C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

10/24/2023



ANNEX A



Control No. 913

Republic of the Philippines

Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

DepEd Negros Oriental  
**RELEASED**  
NO.: 023-3081  
DATE: 25-11-2023  
for SECTION

<b>Name</b>	<b>MARY RUTH C. GLORIA, RN</b>
<b>Position/Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render health care services to learners, teaching and non-teaching personnel.
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	November 7, 2023- Dauin CES November 8, 2023- SHDP Clinic MNNLCS November 9, 2023- San Francisco ES November 14, 2023 - Pio Macahig MES November 15, 2023 - SHDP Clinic Pio Macahig MCS November 16, 2023- Giligaon ES November 21, 2023- SHDP Clinic MNNLCS November 22, 2023 - CTTMES November 23, 2023- ERMES November 28, 2023- Mabuhay ES
<b>Venue/Destination</b>	Dauin, Santa Catalina 1 and Siaton 4 Districts
<b>Fund Source</b>	MOOE

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

**MARY RUTH C. GLORIA, RN**  
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 purposes stated herein

**RACHEL B. RICARDAL EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

**OCT 24 2023**  
Date

APPROVED:

**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

**10/24/2023**  
Date

Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**

For the month of **NOVEMBER 2023**

**OBJECTIVES:**

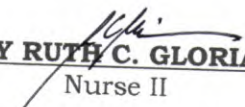
1. To monitor COVID 19 Protocol compliance in District Offices and in schools.
2. To take blood pressure and blood sugar monitoring to teaching and non-teaching personnel in Division Office, District Office and in schools while maintaining the COVID 19 Protocol compliance.
3. To attend scheduled meeting in the Division Office and in schools.
4. To render health education to all teaching and non-teaching personnel in the Division Office, District Offices and in schools related to healthy living and COVID 19 safety protocols.
5. To evaluate District Offices and school visits as a whole.

**SCHEDULE OF ACTIVITIES:**

Note: (This schedule is subject to change when deemed necessary.)

1 HOLIDAY	11 SATURDAY	21 SHOP CLINIC MANKLOS
2 HOLIDAY	12 SUNDAY	22 CTM ES
3 DIVISION OFFICE	13 DIVISION OFFICE	23 ERMMES
4 SATURDAY	14 PIO MACANIG MES	24 DIVISION OFFICE
5 SUNDAY	15 SHOP CLINIC PIO MCS	25 SATURDAY
6 DIVISION OFFICE	16 GUGAYON ES	26 SUNDAY
7 DAUN CENTRAL FLEM. SCHOOL	17 DIVISION OFFICE	27 DIVISION OFFICE
8 SHOP CLINIC MANKLOS	18 SATURDAY	28 MABUHAY ES
9 SAN FRANCISCO ES	19 SUNDAY	29 ] FORCED LEAVE
10 DIVISION OFFICE	20 DIVISION OFFICE	30 ]

**Submitted by:**

  
**MARY RUTH C. GLORIA, RN**  
 Nurse II

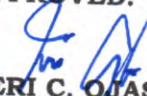
**Concurred:**

  
**DR. KARINA LOUISE DE LA CRUZ**  
 Medical Officer III

**Recommending Approval:**

  
**RACHEL B. PICARDAL, Ed.D.**  
 SGOD, Chief Education Supervisor

**APPROVED:**

  
**NERI C. OJASTRO, EdD, CESO V**  
 Schools Division Superintendent  
 10/24/2023



ANNEX A



Control No. 913

Republic of the Philippines

Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DEPED NEGROS ORIENTAL  
**RELEASED**  
NO: 023-3081  
DATE: 25 OCT 2023  
BY: *[Signature]*  
REGISTRATION SECTION

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

Name	<b>Emilda K. Chiu, RN</b>
Position/Designation	NURSE II
Permanent Station	Division Office
Purpose of Travel	To render health care services to learners, teaching and non-teaching personnel.
Host of Activity	Division Office
Period Covered (Inclusive of Travel Time)	November 7, 2023- Dauin CES November 8, 2023- Zamboanguita CES November 9, 2023- Calango ES November 10, 2023- Calango ES
Venue/Destination	Zamboanguita I and II Districts and Dauin Districts
Fund Source	MOOE

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

*[Signature]*  
**EMILDA K. CHIU, RN**  
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 purposes stated herein

*[Signature]*  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

OCT 24 2023  
Date

APPROVED:

*[Signature]*  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

10/24/2023  
Date

1



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
 For the month of November 2023

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

1	Holiday	13	Division Office Clinic	23	GEMES
2	Holiday	14	Division Office Clinic	24	Zamboanguita YS
3	Division Office Clinic	15	Mayabon YS	25	26
4	Division Office Clinic	16	Mayabon YS	27	Division Office Clinic
5	Division YS	17	Malubog YS	28	Division Office Clinic
6	Zamboanguita YS	18	Division Office Clinic	29	Malubog YS
7	Calango YS	19	Division Office Clinic	30	Holiday
8	Calango YS	20	Division Office Clinic		
9	Calango YS	21	Division Office Clinic		
10	Calango YS	22	GEMES		

Note: This schedule is subject to change when deemed necessary.

Submitted by:

*Emilda K. Chis*

Nurse II

Concurred:

*file*  
**KARINA LOUISE B. DE LA CRUZ, MD**  
 Medical Officer III

Recommending Approval:

*file*  
**RACHEL B. PICARDAL EdD**  
 Chief Education Supervisor, SGOD

Approved by:

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





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

DEPED - NEGROS ORIENTAL  
**RELEASED**  
NO :  
DATE: 023.3081  
25 OCT 2023  
SCHOOL DIVISION OFFICE

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MARYDEL C. CADIENTE, RN, MSN</b>
<b>Position/ Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To render health services, health assessment to learners and to monitor OKD programs.
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	NOVEMBER 2023 1 - Holiday 2 - Holiday 3 - Bacong District 4 - SAT 5 - SUN 6 - Division Office 7 - Buribud HS 8 - Division Office 9 - Dauin District 10 - Jimalalud NHS 11 - SAT 12 - SUN 13 - Division office 14 - Apolinar HS 15 - Division Office 16 - Frailan HS 17 - Antonio Atgado HS 18 - SAT 19 - SUN 20 - Division office 21 - San Miguel NHS 22 - Division office 23 - Dauin NHS 24 - Dauin science HS 25 - SAT 26 - SUN 27 - Holiday 28 - Special Leave 29 - Special Leave 30 - Special leave
<b>Destination</b>	BACONG AND DAUIN DISTRICT
<b>Fund Source</b>	MOOE

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

  
**MARYDEL C. CADIENTE, RN, MSN**  
Name and Signature of Requesting Employee

October 23, 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**  
Chief, Education Supervisor SGOD  
Name and Signature of Recommending Authority

OCT 24 2023  
Date

Approved by:

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

10/24/2023  
Date

Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of NOV 2023**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

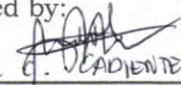
**SCHEDULE OF ACTIVITIES**

NOVEMBER 2023

1 - Holiday	12 - SUN	23 - Pawan NHS
2 - Holiday	13 - Division Office	24 - Pawan Science HS
3 - Bacong District	14 - Apolinar HS	25 - SAT
4 - SAT	15 - Division Office	26 - SUN
5 - SUN	16 - Frolan HS	27 - Holiday
6 - Division Office	17 - Antonio Atgado HS	28 - Special leave
7 - Buntod HS	18 - SAT	29 - Special leave
8 - Division Office	19 - SUN	30 - Special leave
9 - Pawan District	20 - Division Office	
10 - Jmalalud NHS	21 - San Miguel NHS	
11 - SAT	22 - Division Office	

*Note: This schedule is subject to change when deemed necessary.*

Submitted by:

  
MARYOEL G. CADIENTE, RN, MSN  
Nurse II

Concurred:

  
KARINA LOUISE B. DE LA CRUZ, MD  
Medical Officer III

Recommending Approval:

  
RACHEL B. PICARDAL, EdD.  
Chief Education Supervisor, SGOD

Approved by:

  
NERI C. OJASTRO EdD, CESE  
Schools Division Superintendent



ANNEX A



Control No. 913

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	<b>KATHLEEN JOY U. JUNTILLA, RN</b>	
<b>Position/Designation</b>	NURSE II	
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b>	To render health services to teaching and non-teaching personnel. Monitoring of Ok sa DepEd programs to schools.	
<b>Host of Activity</b>	Division Office	
<b>Period Covered (Inclusive of Travel Time)</b>	November 6- Division Office November 7- Siaton NHS November 8- Division Office November 9- Candugay HS November 10- Jimalalud NHS November 13- Division Office November 14- Don Emilio MHS November 15- Division Office November 16- Eligio T. Monte de Ramos HS November 16- Eligio T. Monte de Ramos HS	November 17- Siaton NHS November 20- Division Office November 21- Siaton NHS November 22- Division Office November 23- Mantiquil HS November 24- Candugay HS November 28- Sta. Catalina I District Office November 29- Division Office November 30- Siaton II District Office
<b>Venue/Destination</b>	Sta. Catalina I and Siaton II Districts	
<b>Fund Source</b>	Division MOOE	

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

**KATHLEEN JOY U. JUNTILLA, RN**

Name and Signature of Requesting Employee

October 18, 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 purposes stated herein.

**RACHEL B. PICARDAL, EdD**

Chief Education Supervisor, SGOD

Name and Signature of Recommending Authority

OCT 24 2023

Date

Approved:

**NERI C. OJASTRO EdD, CESE**

Schools Division Superintendent  
Schools Division of Negros Oriental

10/24/2023

Date

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**

For the month of **NOVEMBER 2023**

**OBJECTIVES:**

1. To monitor COVID 19 Protocol compliance in District Offices and in schools.
2. To take blood pressure and blood sugar monitoring to teaching and non-teaching personnel in Division Office, District Office and in schools while maintaining the COVID 19 Protocol compliance.
3. To attend scheduled meeting in the Division Office and in schools.
4. To render health education to all teaching and non-teaching personnel in the Division Office, District Offices and in schools related to healthy living and COVID 19 safety protocols.
5. To evaluate District Offices and school visits as a whole.


**SCHEDULE OF ACTIVITIES:**

Note: (This schedule is subject to change when deemed necessary.)


1 - HOLIDAY  
2 - HOLIDAY  
3 - CTD  
4 - SATURDAY  
5 - SUNDAY  
6 - DIVISION OFFICE  
7 - SIATON NHS  
8 - DIVISION OFFICE  
9 - CANDUGAY HS  
10 - JIMALALUD NHS  
11 - SATURDAY  
12 - SUNDAY  
13 - DIVISION OFFICE  
14 - DON EMILIO NHS  
15 - DIVISION OFFICE

16 - ELIGIO T. MONTE DE RANOS HS  
17 - SIATON NHS  
18 - SATURDAY  
19 - SUNDAY  
20 - DIVISION OFFICE  
21 - SIATON NHS  
22 - DIVISION OFFICE  
23 - NATIQUIL HS  
24 - CANDUGAY HS  
25 - SATURDAY  
26 - SUNDAY  
27 - HOLIDAY  
28 - STA. CATALINA DISTRICT I OFFICE  
29 - DIVISION OFFICE  
30 - SIATON II DISTRICT OFFICE

Submitted by:

  
**KATHLEENUOY U. JUNTILLA, RN**  
Nurse II


Concurred:

  
**DR. KARINA LOUISE DE LA CRUZ**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL, Ed.D.**  
SGOD, Chief Education Supervisor

APPROVED:

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental





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

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



<b>Name</b>	<b>JANET L. GADDI RN, MAN</b>	
<b>Position/ Designation</b>	Nurse II	
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct school monitoring on the implementation of OK sa Deped programs.	
<b>Host of Activity</b>	SDO NegOr School Health Section	
<b>Inclusive Dates</b>	November 7, 2023 – Maloh CES November 8, 2023- Salag ES November 14, 2023- Maloh PCHS November 15, 2023 – Mantuyop ES November 16, 2023 – Caticugan ES	Nov. 17 – Caticugan HS Nov 21- Lamberto MMES Nov 22- Lamberto MHS Nov 23 – Pagang ES Nov 24 – Caticugan ES
<b>Destination</b>	Siaton 3 District	
<b>Fund Source</b>	Division MOOE	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p style="text-align: center;"><b>JANET L. GADDI RN, MAN</b> Name and Signature of Requesting Employee</p> <p style="text-align: right;"><b>October 23, 2023</b> Date</p>		
<p><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></p> <p style="text-align: center;"><b>RACHEL B. PICARDAL EdD</b> Chief, Education Supervisor, SGOD</p> <p style="text-align: right;"><b>OCT 24 2023</b> Date</p> <p>Name and Signature of Recommending Authority</p>		
<p><b>APPROVED</b></p> <p style="text-align: center;"><b>NERI C. OJASTRO EdD, CESE</b> Schools Division Superintendent Schools Division of Negros Oriental</p> <p style="text-align: right;"><b>10/24/2023</b> Date</p>		

Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**ITINERARY OF TRAVEL**  
**For the month of NOVEMBER 2023**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

1 Holiday	17 Caticugan HS
2 Holiday	20 Division Clinic
3 Division Clinic	21 Lamberto Macias MES
6 Division Clinic	22 Lamberto Macias MHS
7 Maloh CES	23 Pagang ES
8 Salag ES	24 Caticugan ES
9 Division Clinic	27 Division Clinic
10 Division Clinic	28 Maloh CES
13 Division Clinic	29 Nasipit ES
14 Maloh Provincial CHS	30 Salag ES
15 Mantuyop ES	
16 Caticugan ES	

*Note: This schedule is subject to change when deemed necessary.*

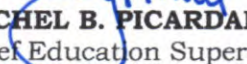
Submitted by:

  
**JANET L. GADDI, RN, MAN**  
Nurse II

Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

Approved by:

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

10/24/2023



ANNEX A



Control No. 913

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental


<b>Name</b>	<b>ESTELA S. VELASCO, RN</b>
<b>Position/Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct Vision Screening to all Grade 6 students
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	October 24, 2023
<b>Venue/Destination</b>	Sibulan Central School, Sibulan District 1
<b>Fund Source</b>	MOOE

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

  
**ESTELA S. VELASCO, RN**  
Name and Signature of Requesting Employee

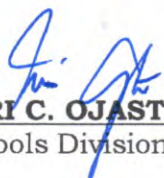
October 23, 2023  
Date

*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 purposes stated herein*

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

OCT 24 2023  
Date

APPROVED:

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

10/24/2023  
Date

ANNEX A



Control No. 9B

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	<b>CARMI ANN S. ALFORQUE, RN</b>
<b>Position/Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render health services to teaching & non-teaching personnel. To conduct physical assessment to learners.
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	November 7-8 & 10, 2023 – Sta. Catalina CES November 14-15 & 17, 2023 – Sta. Catalina CES November 21-22 & 24 2023 – Sta. Catalina CES November 28-29, 2023 – Sta. Catalina CES
<b>Venue/Destination</b>	Sta. Catalina District 3
<b>Fund Source</b>	Division MOOE

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

**CARMI ANN S. ALFORQUE, RN**

Name and Signature of Requesting Employee

October 19, 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 purposes stated herein.

  
**RACHEL B. PICARDAL, EdD**

Chief Education Supervisor, SGOD

Name and Signature of Recommending Authority

OCT 24 2023

Date

Approved:

  
**NERI C. OJASTRO EdD, CESE**

Schools Division Superintendent

Schools Division of Negros Oriental

10/24/2023

Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**ITINERARY OF TRAVEL**  
**For the month of November 2023**

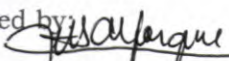
**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

1 - HOLIDAY	16 - Division Office Clinic
2 - HOLIDAY	17 - Sta. Catalina CES
3 - Division Office Clinic	18 - SATURDAY
4 - SATURDAY	19 - SUNDAY
5 - SUNDAY	20 - Division Office Clinic
6 - Division Office Clinic	21 - Sta. Catalina CES
7 - Sta. Catalina CES	22 - Sta. Catalina CES
8 - Sta. Catalina CES	23 - Division Office Clinic
9 - Division Office Clinic	24 - Sta. Catalina CES
10 - Sta. Catalina CES	25 - SATURDAY
11 - SATURDAY	26 - SUNDAY
12 - SUNDAY	27 - Division Office
13 - Division Office Clinic	28 - Sta. Catalina CES
14 - Sta. Catalina CES	29 - Sta. Catalina CES
15 - Sta. Catalina CES	30 - Holiday

*Note: This schedule is subject to change when deemed necessary.*

Submitted by: 

**CARMI ANN S. ALFORQUE, RN**  
Nurse II

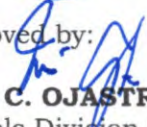
Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

ANNEX A



Control No. 913

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental



<b>Name</b>	<b>MARIVIC S. INIT, DMD</b>
<b>Position/Designation</b>	DENTIST II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To render health services to teaching & non-teaching personnel. To conduct physical assessment to learners.
<b>Host of Activity</b>	Division Office
<b>Period Covered</b> (Inclusive of Travel Time)	November 7-8 & 10, 2023 – Sta. Catalina CES November 14-15 & 17, 2023 – Sta. Catalina CES November 21-22 & 24 2023 – Sta. Catalina CES November 28-29, 2023 – Sta. Catalina CES
<b>Venue/Destination</b>	Sta. Catalina District 3
<b>Fund Source</b>	Division MOOE

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

**MARIVIC S. INIT, DMD**  
Name and Signature of Requesting Employee

October 19, 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 purposes stated herein.*

**RACHEL B. RICARDAL, EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

OCT 24 2023  
Date

Approved:

**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

10/24/2023  
Date



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of November 2023**

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide dental services (i.e dental check-up and dental extraction) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

1 – HOLIDAY	17 – Sta. Catalina CES
2 – HOLIDAY	18 – SATURDAY
3 – Division Office Clinic	19 – SUNDAY
4 – SATURDAY	20 – Division Office Clinic
5 – SUNDAY	21 – Sta. Catalina CES
6 – Division Office Clinic	22 – Sta. Catalina CES
7 – Sta. Catalina CES	23 – Division Office Clinic
8 – Sta. Catalina CES	24 – Sta. Catalina CES
9 – Division Office Clinic	25 – SATURDAY
10 – Sta. Catalina CES	26 – SUNDAY
11 – SATURDAY	27 – Division Office Clinic
12 – SUNDAY	28 – Sta. Catalina CES
13 – Division Office	29 – Sta. Catalina CES
14 – Sta. Catalina CES	30 – HOLIDAY
15 – Sta. Catalina CES	
16 – Division Office Clinic	

*Note: This schedule is subject to change when deemed necessary.*

Submitted by:

**MARIVIC S. INIT, DMD**  
Dentist II

Concurred:

**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

Approved by:

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



Republic of the Philippines  
Department of Education

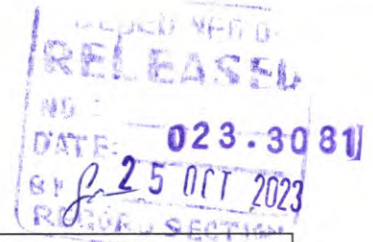
CONTROL NO:

913

## TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental



<b>Name</b>	CLINT ARTHUR A. TIU, MSN, RN	
<b>Position/Designation</b>	Nurse II	
<b>Permanent Station</b>	Division Office	
<b>Purpose of Travel</b>	Clinic duty; provision of medical services to DepEd personnel; monitor the implementation of OK sa DepEd programs in schools; Conduct health assessments to students; follow-up OK sa DepED reports.	
<b>Host of Activity</b>	Schools Division of Negros Oriental School Health Section	
<b>Period Covered</b> (Inclusive of Travel Time)	Nov. 7, 2023 Sibulan CES Nov. 8, 2023 Campanun-an PCHS Nov. 9-10, 2023 Maningcao NHS Nov. 14, 2023 Sibulan CES Nov. 15, 2023 Sibulan Science HS Nov. 16-17, 2023 Tara PCHS	Nov. 21, 2023 Sibulan CES Nov. 22, 2023 Mayaposi PCHS Nov. 23, 2023 BPTMNHS Nov. 24, 2023 Ajong NHS Nov. 28, 2023 Sibulan CES Nov. 29, 2023 Balugo HS
<b>Venue/Destination</b>	Sibulan CES, Campanun-an PCHS, Maningcao NHS, Sibulan Science HS, Tara PCHS, Mayaposi PCHS, BPTMNHS, Ajong NHS, Balugo HS	
<b>Fund Source</b>	Division MOOE	

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

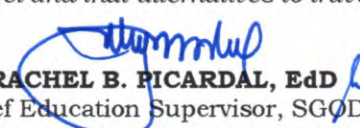
  
CLINT ARTHUR AJERO TIU, MSN, RN

October 23, 2023

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.

  
RACHEL B. PICARDAL, EdD  
Chief Education Supervisor, SGOD

OCT 24 2023

Name and Signature of Recommending Authority

Date

APPROVED

  
NERIC C. OJASTRO, EdD, CESE  
Schools Division Superintendent

10/24/2023

Name and Signature of Approving Authority

Date



Address: Kagawanan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos: (035)225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

ITINERARY OF TRAVEL  
For the month of NOVEMBER 2023

**OBJECTIVES:**

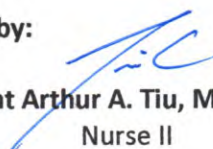
1. Do case finding and make referrals to proper agency.
2. Do clinic treatment of common ailments found during inspection.
3. Do individualize nursing consultations/conferences to teaching and non-teaching personnel.
4. Take Blood Pressure and Blood Sugar screening of teaching and non-teaching personnel and do proper health referrals to health agencies.
5. Conduct health lectures on Good Health Habits, Hygiene and COVID-19 prevention & vaccination rollout.
6. Inspect assigned schools and offices for their observance of COVID-19 health protocol and their implementation of OK sa DepEd health programs.
7. Conduct eye examination to select students.

**SCHEDULE OF ACTIVITIES:**

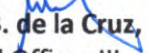
1 Holiday	16 Tara PCHS
2 Holiday	17 Tara PCHS
3 Vacation Leave	18 Saturday
4 Saturday	19 Sunday
5 Sunday	20 Division Office
6 Division Office	21 Sibulan CES
7 Sibulan CES	22 Mayaposi PCHS
8 Campanun-an PCHS	23 BPTMNHS
9 Maningcao NHS	24 Ajong NHS
10 Maningcao NHS	25 Saturday
11 Saturday	26 Sunday
12 Sunday	27 Division Office/Holiday
13 Division Office	28 Sibulan CES
14 Sibulan CES	29 Balugo HS
15 Sibulan Science HS	30 Division Office

**Note:** (This schedule is subject to change when deemed necessary.)

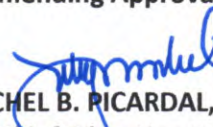
**Submitted by:**

  
Clint Arthur A. Tiu, MSN, RN  
Nurse II

**Concurred:**

  
Karina Louise B. de la Cruz, MD, RN  
Medical Officer III

**Recommending Approval:**

  
RACHEL B. PICARDAL, Ed.D.  
SGOD, Chief Education Supervisor

**Approved:**

  
NERI C OJASTRO, EdD, CESE  
Schools Division Superintendent



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

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**




<b>Name</b>	<b>KENNITH C. MISAMIS</b>
<b>Position/ Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To render health services to teaching and non-teaching personnel and monitor OKD programs.
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	Nov. 7, 2023- Dauin CES Nov. 8, 2023- DLANHS SHS Nov. 9, 2023- Manjuyod District 1 Nov. 10, 2023- Jimalalud NHS
<b>Destination</b>	Dauin Dist., Bindoy Dist. 2, Manjuyod Dist. 1, Jimalalud Dist. 1
<b>Fund Source</b>	Division MOOE

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

  
**KENNITH C. MISAMIS, RN**  
Name and Signature of Requesting Employee

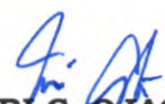
**October 23, 2023**  
Date

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**  
Chief, Education Supervisor, SGOD  
Name and Signature of Recommending Authority

**OCT 24 2023**  
Date

**APPROVED**

  
**NERI C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent  
Name and Signature of Approving Authority

**10/24/2023**  
Date



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**ITINERARY OF TRAVEL**  
**For the month of November 2023**

**OBJECTIVES:**

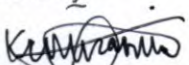
1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (e.g. blood pressure, blood sugar, health assessment, deworming, etc.) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education activity to all teaching and non-teaching personnel in the Division Office, District offices and schools;
6. Conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

November 1- All Saint's Day	November 11- Saturday	November 21- Division Office
November 2 All Soul:s Day	November 12 – Sunday	November 22- Bindoy CES
November 3- CTO	November 13- Division Office	November 23 – Cabugan ES
November 4- Saturday	November 14- Division Office	November 24 – Tinaogan ES
November 5- Sunday	November 15- DLANHS	November 25 - Saturday
November 6- Division Office	November 16- Domolog ES	November 26 – Sunday
November 7- Dauin CES	November 17-DLANHS Malaga Ext. HS	November 27- HOLIDAY
November 8- DLANHS SHS	November 18 -Saturday	November 28 - Division Office
November 9- Manjuyod Dist. 1	November 19 – Sunday	November 29 - DLANHS
November 10- Jimalalud NHS	November 20 – Division Office	November 30 – Bindoy CES

Note: This schedule is subject to change when deemed necessary.

Submitted by:

  
**KENNITH G. MISAMIS, RN**  
Nurse II

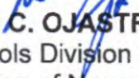
Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL, EdD.**  
Chief Education Supervisor, SGOD

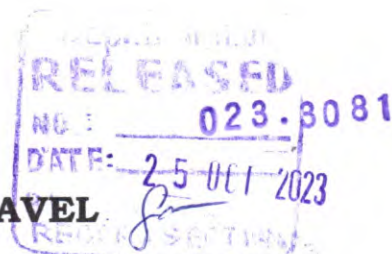
Approved by:

  
**NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent  
Division of Negros Oriental



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

No.: 913

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MARIA LOVELYN V. MANANQUIL, SUZETTE S. ONDE, ALEXANDRIA N. RUPERTO, ESAN VAL T. CABRERA</b>
<b>Position/ Designation</b>	NURSE II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To render health services to teaching and non-teaching personnel.
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	October 24, 2023- Lamigan ES October 25, 2023- Nabhang ES October 27, 2023- Manjuyod CES
<b>Destination</b>	Ayungon District 2, Manjuyod District 2
<b>Fund Source</b>	Division MOOE

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

**ESAN VAL T. CABRERA, ALEXANDRIA RUPERTO**  
Name and Signature of Requesting Employee

**October 23, 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**  
Chief, Education Supervisor, SGOD  
Name and Signature of Recommending Authority

**OCT 24 2023**  
Date

**APPROVED**

**NERI C. OJASTRO, EdD, CES4**  
Schools Division Superintendent  
Name and Signature of Approving Authority

**10/24/2023**  
Date

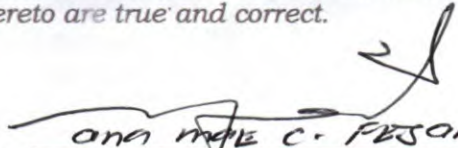

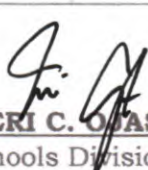




Republic of the Philippines  
Department of Education  
Schools Division of Negros Oriental



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	ANA MAE C. FESARIT, RN
<b>Position/ Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To render health services to teaching and non-teaching personnel. Monitor implementation of OK sa Deped Programs
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	NOV. 7, 2023 - DAUIN CBS 9, 2023 - MAN. I DIST. 10, 2023 - VIMALALUD NHS 14, 2023 - AYUNGON TJ CBS (SHOP CLINIC) 16-17, 2023 - SCSMES
<b>Destination</b>	AYUNGON TJ, MAN. I, DAUIN, VIMALALUD I DIST.
<b>Fund Source</b>	Division MOOE
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.	
<p> ANA MAE C. FESARIT, RN Name and Signature of Requesting Employee</p> <p>OCT. 23, 2023 Date</p>	
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.	
<p> RACHEL B. PICARDAL EDD Chief, Education Supervisor SGOD Name and Signature of Recommending Authority</p> <p>OCT 24 2023 Date</p>	
Approved:	
<p> NERI C. OJASTRO, CESE Schools Division Superintendent</p> <p>10/24/2023 Date</p>	

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
For the month of NOVEMBER 2023

**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

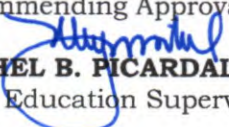
**SCHEDULE OF ACTIVITIES:**


- |                                |                                |
|--------------------------------|--------------------------------|
| 1 - HOLIDAY                    | 16 - SASMES                    |
| 2 - HOLIDAY                    | 17 - SASMES                    |
| 3 - SOUTH PDB. BS              | 18 - SATURDAY                  |
| 4 - SATURDAY                   | 19 - SUNDAY                    |
| 5 - SUNDAY                     | 20 - DIVISION OFFICE           |
| 6 - DIVISION OFFICE            | 21 - MAMBAYA BS                |
| 7 - DAUIN CBS                  | 22 - DIVISION OFFICE           |
| 8 - DIVISION OFFICE            | 23 - TAMPORON BS, AYU. I       |
| 9 - MANDI DIST. OFF.           | 24 - TAMPIZON BS, AYU. I       |
| 10 - JIMBALALUD NBS            | 25 - SATURDAY                  |
| 11 - SATURDAY                  | 26 - SUNDAY                    |
| 12 - SUNDAY                    | 27 - HOLIDAY                   |
| 13 - DIVISION OFFICE           | 28 - AYU. I DIST. OFF.         |
| 14 - AYUNGON CBS (SHDP CLINIC) | 29 - DIVISION OFFICE           |
| 15 - DIVISION OFFICE           | 30 - AYUNGON CBS (SHDP CLINIC) |

Note: This schedule is subject to change when deemed necessary.

Submitted by:   
NINA MARIE C. PASAKO, RN  
Nurse II

Concurred:   
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:   
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:   
**NERIC C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental





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



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	MELYDITH P. BALDADO, RN, LPT
<b>Position/ Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To render health services to teaching and non-teaching personnel. Monitor implementation of OK sa Deped Programs
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	NOV. 7 - DAUIN CES 9 - PATIBAL RA. 10 - JIMATAWAD NHS 14 - LAIBERTAD DIST. 2 SDHCP CLINIC 16 - DWACAN HS 17 - DWACAN HS NOV. 21 - PACUAN NHS 23 - PACUAN NHS 24 - MANLUMINSAO EXT. 28 - LAIBERTAD DIST. 2 SDHCP CLINIC
<b>Destination</b>	LAIBERTAD 1 & 2 JIMATAWAD 2
<b>Fund Source</b>	Division MOOE

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

*Melydith P. Baldado*  
MELYDITH P. BALDADO 10/23/23

Name and Signature of Requesting Employee

10/23/23

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*  
RACHEL B. PICARDAL EdD

Chief, Education Supervisor SGOD

Name and Signature of Recommending Authority

OCT 24 2023

Date

Approved:

*Neri C. Gualstro*  
NERI C. GUALSTRO, CESE  
Schools Division Superintendent

10/24/2023

Date

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**

For the month of NOVEMBER 2023

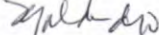
**OBJECTIVES:**

1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS;*
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1 - HOLIDAY                         | 16 - DWACAN HS                      |
| 2 - HOLIDAY                         | 17 - DWACAN HS                      |
| 3 - CTD                             | 18 - SATURDAY                       |
| 4 - SATURDAY                        | 19 - SUNDAY                         |
| 5 - SUNDAY                          | 20 - DIVISION OFFICE CLINIC         |
| 6 - DIVISION OFFICE CLINIC          | 21 - PACUAN NHS                     |
| 7 - DAUIN CES                       | 22 - DIVISION OFFICE CLINIC         |
| 8 - DIVISION OFFICE CLINIC          | 23 - PACUAN NHS                     |
| 9 - DANAGAL EXT.                    | 24 - MANLUMINSAO EXT.               |
| 10 - JIMALACUD NHS                  | 25 - SATURDAY                       |
| 11 - SATURDAY                       | 26 - SUNDAY                         |
| 12 - SUNDAY                         | 27 - DIVISION OFFICE                |
| 13 - DIVISION OFFICE CLINIC         | 28 - LAURENTAO DIST. 2 SDHCP CLINIC |
| 14 - LAURENTAO DIST. 2 SDHCP CLINIC | 29 - DIVISION OFFICE CLINIC         |
| 15 - DIVISION OFFICE CLINIC         | 30 - HOLIDAY                        |


Note: This schedule is subject to change when deemed necessary.

Submitted by: 

Melydith P. Baldado, RN, LPT  
Licence No. 0322056  
Nurse II

Nurse II

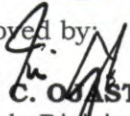
Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERI C. OCASASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental





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

No.: 93**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>DENNIS E. CHAVEZ, RN</b>
<b>Position/ Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To Conduct SBFP Orientation to the parents of the SBFP Beneficiaries. Render health services to T & NT Personnel.
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	Oct. 24, 2023 - Pisong-ES Oct. 26, 2023 - Lalibertad North Pob. PS Oct. 27, 2023 - LLCES
<b>Destination</b>	Lalibertad 1&2
<b>Fund Source</b>	Division MOOE

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

**DENNIS E. CHAVEZ, RN**

**October 23, 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**

Chief, Education Supervisor, SGOD

**OCT 24 2023**

Name and Signature of Recommending Authority

Date

**APPROVED**

**NERI C. OJASTRO, EdD, CESE**

Schools Division Superintendent

**10/24/2023**

Name and Signature of Approving Authority

Date

ANNEX A



Control No. 913

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

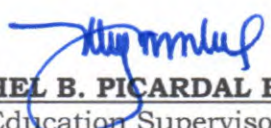
<b>Name</b>	<b>DEANNE BETH QUIRIT MANABAN, RN</b>
<b>Position/Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct health assessment, treatment to learners, render health services to teaching and non-teaching personnel; conduct health lecture on Adolescent Reproductive Health on select school
<b>Host of Activity</b>	Division Office
<b>Period Covered (Inclusive of Travel Time)</b>	November 7-8, 2023 - Bong-Ao Elementary School November 9, 2023 - Valencia National High School November 10, 2023 - Jimalalud National High School
<b>Venue/Destination</b>	Valencia District, Jimalalud District I
<b>Fund Source</b>	MOOE

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

  
**DEANNE BETH QUIRIT MANABAN, RN**  
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 purposes stated herein*

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD  
Name and Signature of Recommending Authority

OCT 24 2023  
Date

APPROVED:

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

10/24/2023  
Date



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**ITINERARY OF TRAVEL**  
**For the month of November 2023**

**OBJECTIVES:**


1. Monitor the implementation of the OK sa DepEd flagship programs: *School-Based Feeding Program, Adolescent Reproductive Health Program, National Drug Education program, School Mental Health, and WINS*;
2. Provide nursing services (i.e blood pressure, blood sugar) to teaching and nonteaching personnel, and learners;
3. Monitor the adherence of health protocols during the conduct of the limited face-to-face classes or any school-related activities in schools;
4. Attend scheduled meeting/conferences in the Division Office and schools;
5. Conduct any health education topics to all teaching and non-teaching personnel in the Division Office, District offices and in schools;
6. To conduct school visits; and
7. Draft/submit reports of accomplishment.

**SCHEDULE OF ACTIVITIES:**

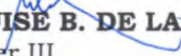
- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1 – Holiday                         | 16 – Pulangbato SHS                 |
| 2 – Holiday                         | 17– Palinpinon Elementary School    |
| 3 – Division Office                 | 18 – Saturday                       |
| 4 – Saturday                        | 19 – Sunday                         |
| 5 – Sunday                          | 20 – Division Office                |
| 6 – Division Office                 | 21 – SDHCP Clinic Valencia District |
| 7 – Bong-ao Elementary School       | 22 – Balili Elementary School       |
| 8 – Bong-ao Elementary School       | 23 – Valencia CES                   |
| 9 – Valencia National High School   | 24 – Valencia CES                   |
| 10 – Jimalalud National High School | 25 – Saturday                       |
| 11 – Saturday                       | 26 – Sunday                         |
| 12 – Sunday                         | 27 – Holiday                        |
| 13 – Division Office                | 28 – Division Office                |
| 14 – Malaunay Elementary School     | 29 – SDHCP Clinic Valencia District |
| 15 – Malaunay Elementary School     | 30 – Balugo Elementary School       |

*Note: This schedule is subject to change when deemed necessary.*

Submitted by:

  
**DEANNE BETH QUIRIT MANABAN, RO04E**  
Nurse II

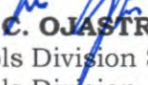
Concurred:

  
**KARINA LOUISE B. DE LA CRUZ, MD**  
Medical Officer III

Recommending Approval:

  
**RACHEL B. PICARDAL EdD**  
Chief Education Supervisor, SGOD

Approved by:

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
Schools Division of Negros Oriental

10/24/2023