



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



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** Region VII – Central Visayas

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

<b>Name</b>	<b>ENGR. ALLAN VINCE G. ENOPIA</b> <b>MR. DESIDERIO T. QUITOY, JR.</b> <b>ENGR. PHILIP C. TUBOG</b>
<b>Position/ Designation</b>	DepEd Electrical Engineer Division Engineer III Division Electrician – ADA I
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental (Div. Office)
<b>Purpose of Travel</b> (must be supported by attachments)	Punchlisting Inspection of 4 Storey 4 Laboratory School Building – Assessment of School Building and Classroom Needs
<b>Host of Activity</b>	SGOD (Education Facilities Section)
<b>Inclusive Dates</b>	November 6, 2023
<b>Destination</b>	Gregorio Elmagra MHS, Zamboanguita
<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.

for:

**ENGR. PHILIP C. TUBOG**  
Div. Engr. III

Name and Signature of Requesting Employee

OCT 27 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.

for:

**RACHEL B. PICARDAL EdD**  
SGOD Chief

Name and Signature of Recommending Authority

OCT 27 2023

Date

**APPROVED**

By the authority of the Schools Division Superintendent:

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

Name and Signature of Approving Authority

OCT 31 2023

Date