

ANNEX A



Republic of the Philippines
Department of Education

CONTROL NO.
931

RELEASED
NO: 023.3138
DATE: 06 NOV 2023
BY: [Signature]
REG. SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

REGION: VII- Central Visayas

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

Name	JEDILISO CATALAN
Position/Designation	ADA-I
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel	To deliver disinfectants to 1st Congressional District for school distribution
Host of Activity	Admin - Supply
Period Covered (Inclusive of Travel Time)	November 6-10, 2023 (Nov. 6 th after flag raising)
Venue/Destination	1st Congressional District, 2nd & 3rd Congressional Districts
Fund Source	Division/local MOOE funds

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

JEDILISO 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

LANI B. YURONG

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESE

Schools Division Superintendent

11/6/23

Date