



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

No.: 933



34141062315346

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 inspection of school building damaged by fire.
Host of Activity	SGOD (EFS)
Inclusive Dates	NOVEMBER 9, 2023
Destination	Dahile ES, Mabinay, Negros Oriental
Fund Source	Division / local MOOE funds

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

WENDY L. BALDAZANO
Technical Assistant IV/Engineer III

November 6, 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, SGOD

11/6/2023

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

11/6/2023

Name and Signature of Approving Authority

Date