



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
**Schools Division of Negros Oriental**



<b>TRAVEL AUTHORITY FOR OFFICIAL TRAVEL</b>		NO: <u>937</u>
NAME	YVETTE MARIE G. SUMAGAYSAY	
Position /Designation	ADAS III	
Permanent Station	Amlan Central School	
Purpose of Travel (must be supported by attachments)	CONSULTATIVE MEETING TO DISCUSS CIGPs, BEST PRACTICES AND TURN OVER OF RECORDS FROM OLD BOOKKEEPERS TO THE NEW BOOKKEEPERS AND BENCHMARKING ACTIVITIES	
Host of Activity	Finance	
Inclusive Dates	November 9-10, 2023	
Destination	Mabinay 1-4 Districts	
Fund Source	Division / local MOOE funds	
<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>MA. JENNIFER P. PIODOS</b>            Accountant III  <u>Name and Signature of Requesting Employee</u></p> <p style="text-align: right;"><u>11/7/2023</u> Date</p>		
<p><i>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.</i></p> <p style="text-align: center;"><b>MARCELO K. PALISPIS, EdD</b>            OIC- Assistant Schools Division Superintendent  <u>Name and Signature of Recommending Authority</u></p> <p style="text-align: right;"><u>11/7/2023</u> Date</p>		
<p><b>APPROVED</b></p> <p style="text-align: center;"><b>NERI C. OJASTRO, EdD, CESE</b>            Schools Division Superintendent  <u>Name and Signature of Approving Authority</u></p> <p style="text-align: right;"><u>11/7/2023</u> Date</p>		



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