



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

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

RECEIVED  
NOV 10 2023  
NO: 023-3164  
RECORD SECTION

Name	ENGR. PHILIP C. TUBOG
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Position/ Designation	Division Engineer III
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Permanent Station	DepEd, Schools Division of Negros Oriental
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Purpose of Travel (must be supported by attachments)	Conduct ocular inspection on the document disposal pit at Mayaposi CHS, Mabina and documents for disposal; conduct inspection of the construction of school building at Gilligaon ES, Siaton
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Host of Activity	SGOD (EFS)
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Inclusive Dates	November 9-10, 2023
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Destination	Mayaposi CHS, Mabina; Gilligaon ES, Siaton
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Fund Source	Division / local MOOE funds
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I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

Name and Signature of Requesting Employee	PHILIP C. TUBOG
Date	11/8/2023

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.

Name and Signature of Recommending Authority	RACHEL B. PICARDAL EDD SGOD Chief
Date	11/8/2023

APPROVED	By the Authority of the Schools Division Superintendent:
Name and Signature of Approving Authority	MARCELO K. PALISPIS EDD, JD OIC - Assistant Schools Division Superintendent
Date	

No.: 943